



WATERFORD
Football Club

WATERFORD FOOTBALL CLUB

Waterford Regional Sports Centre,
Cork Road,
Waterford.
Ireland.

Job title: Operations Executive
Location: Waterford, Munster
Hours: Full Time – Monday – Friday (9am – 5pm)
Contract: Permanent contract until March 2025 (with a view to extending)
Salary: €24,000 - €26,000

Waterford Football Club has a new and exciting opportunity for a determined Operations Executive to join our thriving business based in Waterford, Munster.

About us:

Waterford Football Club formerly Waterford United Football Club is an Irish association football club based in Waterford who play in the League of Ireland First Division. The club was founded and elected to the league in 1930. Originally the club was based at the greyhound stadium known as Kilcohan Park, but has now moved to the Waterford Regional Sports Centre and In 2018 the club and its players became fully professional.

Waterford Football Club are always eager to hear from passionate and dedicated individuals with an excellent work ethic who are seeking new challenges.

About the role:

Reporting to the Chief Operating Officer, the Operations Executive assists with all internal and external matters pertaining to the daily activities of Waterford FC's administration and operational requirements.

This role will suit an organised, process focused, digitally proficient and detail orientated individual who relishes responsibility and takes pride in solving complex challenges daily.

Main responsibilities (but not limited to):

- Support the COO on matters across the football club
- Leading and supporting the Retail and Ticketing departments
- Liaising with both internal and external stakeholders in representing Waterford FC with pride and professionalism
- Detailed report creation and analysing complex data sets to help create more informed decisions across key pillars in the club
- Implementing strict and suitable processes and procedures to align resources and control the flow of information both in and outside of the club.



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Qualification and Experience Requirements:

- Relevant experience of sports administration at a football club or within a community facing organisation would be an advantage
- Experience of working to tight deadlines and being able to prioritise workload
- Excellent level of verbal and written communication when dealing with internal and external stakeholders
- High proficiency in Word, Excel, and PowerPoint
- Ability to work under pressure, to plan and to organise own workload
- A team player able to work effectively as part of a team and independently using own initiative
- Appreciation of the discretion needed when dealing with sensitive and highly confidential information
- Safeguarding to ensure compliance with the company's policies and procedures.

What you need to do now

If you're interested in this role, please send an up-to-date copy of your CV and cover letter to:

Recruitment@Waterfordfc.ie

If you have any questions don't hesitate to email our Group Recruitment Manager, Jamie Sykes at

Jamie.sykes@fleetwoodtownfc.com

Waterford Football Club are committed to safeguarding children and young people. The job holder will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the Republic of Ireland.

An equal opportunity employer inviting qualified candidates from all sectors of society.