



FOOTBALL ADMINISTRATOR

Role: Football Administrator

Department: Football Department

Hours: Mon – Fri (PT 25 hours)

Salary: TBC

Reports : Director Of Football OPS /Academy – General Manager

Role Summary

Based at St Mirren FC training ground and working closely alongside the football and operations department between the training ground and stadium, the Football Administrator will play a key role in ensuring the day-to-day football operation runs efficiently across the Football department. The role requires a highly organised, proactive and detail-focused individual who can manage competing priorities and provide reliable administrative and operational support within the club.

Key Responsibilities

Football Administration & Player Liaison

- Work closely with key football staff and operations team to manage and communicate operational requirements of football department.
- Provide ongoing administrative support across First Team and Academy football operations.
- Liaise closely with key football staff to support new players with relocation requirements including hotel stays, travel and long-term accommodation.
- Liaise with players and football staff to manage and book player travel for medical and other requirements.
- Support players with ongoing administrative needs, ticket distribution and any other requirements
- Prepare match-day documentation in a timely manner in advance of match day.
- Support contract administration and player registration processes.
- Work with football department to process and manage orders to arrive in a timely manner and as requested.
- Manage governing body communication and required submissions.
- Coordinate staff and player logistics for match days.
- Support key football staff to coordinate scout requests for matches
- Working closely with the ticket office, manage incoming scout requests



- Managing PVG requirements across the club and to meet CAS guidelines.

Fixtures & Referee Coordination

- Arrange First Team and Academy fixtures as required.
- Coordinate with referees and officials.
- Collate and disseminate First Team and Academy schedules.

Travel, Accommodation & Match Logistics

- Arrange away-match travel and hotel bookings, including pre-match
- Ensure all operational requirements are communicated to relevant staff.

Academy Football Operations

- Coordinate Academy match-day logistics.
- Manage Academy referee payments.
- Coordinate pitch and facility scheduling.
- Support Academy fixture coordination.
- Manage Academy registrations including uploading to COMET
- Supporting loan management

Key Working Relationships

- All departments within the club including football and operations
- All Governing bodies
- Build good relationships with hotels and other suppliers
- Build good relationships with key contacts at other clubs

Person Specification

Essential

- Proven track record of organisational and administrative skills.
- Experience in a fast-paced administrative environment.
- Excellent attention to detail and accuracy.
- Ability to manage multiple tasks and deadlines in a fast-paced football environment.
- Strong communication and interpersonal skills.
- Proactive approach to problem solving and operational delivery.
- Flexibility to work occasional evenings and weekends, primarily for match day cover.
- Good team player with willingness to adapt to working in other departments on occasions, supporting with football and operational tasks.

**Desirable**

- Previous experience in football administration or football operations.
- Experience coordinating travel, accommodation and match-day logistics.
- Understanding of football governing body and competition requirements.