JOIN THE SYFA TEAM

Football Operations Manager

Help deliver great youth football across Scotland

HOURS 35 hours per week	**WORKING PATTERN** Office-based; agreed home working possible
CORE HOURS Monday to Friday, 9am to 5pm	**FLEXIBILITY** Adjusted hours and weekend work as required

The Scottish Youth FA is looking for a capable, organised and collaborative Football Operations Manager. Reporting to the Chief Executive Officer, you will lead the day-to-day delivery of our football administration, competitions, member support and operational systems, turning Board-approved priorities into clear, reliable services for affiliated leagues, associations, clubs and teams.

WHAT YOU WILL DO

- Lead annual affiliation and renewal processes, membership and player administration, including the effective use of COMET and liaison with the Scottish FA.
- Provide practical operational support to leagues and associations, respond to member enquiries and coordinate clear guidance and service communications.
- Oversee the SYFA Scottish Cup from entries and draws through fixtures, progression and finals; coordinate venues, ticketing, trophies, medals and event logistics.
- Manage and support assigned operational staff, setting priorities, balancing workloads and supporting performance, induction and development.
- Lead the operational delivery of approved football projects and initiatives, review processes and systems, and recommend improvements.
- Provide administration for Appeals and General Purposes Panel activity when assigned, while respecting panel independence; work with safeguarding and compliance leads and refer specialist matters through the proper routes.

WHAT YOU WILL BRING

- Experience managing complex administration, service delivery or projects, coordinating people, deadlines and multiple stakeholders.
- Strong planning, problem-solving, written and verbal communication skills, with a careful approach to records, data and consistent processes.
- Experience supporting or supervising staff; confidence using digital systems, spreadsheets and databases.
- A commitment to inclusive, child-centred youth football and to following safeguarding and confidentiality procedures.

Knowledge of Scottish football or youth sport, league or club administration, COMET, or cup and event delivery is essential.
Candidates who can commence in this role no later than January 5th are preferred.

APPLY FOR THE ROLE

Please send your CV and a covering letter explaining your relevant experience to:
syfa.board@scottish-football.com by **Monday 30th November 2026**

Salary: £30,000p/a