



Job Title: Full-Time Football Administrator

Location: Broadwood Stadium for Hamilton Academical FC

Hours: 40 hours per week

Salary: Competitive

Contract Type: Full-Time Permanent (Unsociable hours evenings & weekends).

Reports To: Chief Executive Officer

### **Job Purpose:**

We are seeking a proactive Football Administrator to support the effective day-to-day operations of our football department. The ideal candidate will have demonstrable experience using COMET, TMS, the football management platform, and a solid understanding of administrative processes within an SPFL Football environment. This role is vital to ensuring compliance, smooth fixture management, and accurate registration of players and staff.

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### **Key Responsibilities:**

- Player and Staff Registration:

Accurately process player and staff registrations, transfers, and de registrations on the COMET system in line with governing body regulations and deadlines.

- Fixture Coordination:

Liaise with league officials, referees, and club representatives to coordinate fixtures, reschedules, and matchday logistics.

- Compliance and Governance:

Maintain up-to-date knowledge of competition rules, league regulations, and club compliance requirements.

Ensure all club documentation (e.g. contracts, ID checks, safeguarding certifications, PVG's) is up to date and stored securely.

Prepare and circulate relevant internal communications such as weekly schedules, fixture bulletins, and team sheets.

- General Administration:

Support minute-taking at club meetings when required.

Manage databases and filing systems for player records, disciplinary cases, and match reports.

Oversee matchday operations, general admin + admission and hospitality, including team admin and referee liaison.

### **Person Specification:**

Essential:

- Proven experience using the COMET and TMS system for football administration.
- Strong understanding of football governance and regulatory frameworks (e.g. SFA/SPFL/SWF rules).
- Excellent organisational skills with keen attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and meet strict deadlines.
- High level of discretion and understanding of confidentiality.

Desirable:

- Prior experience in a similar role within a professional or semi-professional football club.
- Familiarity with safeguarding procedures and requirements.
- Experience working in a fast-paced sporting environment.

Additional Information:

- Flexibility in working hours may be required during peak periods (e.g. transfer, windows, start/end of season).
- Evening and weekend availability may be needed in line with fixture scheduling.
- Role will include occasional travel to attend fixtures or league meetings.

**To Apply:**

**Please submit your CV and a brief covering letter outlining your experience and suitability for the role to [r.nuttall@the-accies.com](mailto:r.nuttall@the-accies.com) by 16<sup>th</sup> March.**