



## Job Description

### About PFA Scotland

“PFA Scotland, as the independent trade union for professional footballers, is the collective voice for players in Scotland. As an organisation our aim is to protect and promote the interests of our members.

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<b>Job Title:</b>	Women’s Football Officer
<b>Reports to:</b>	Chief Executive
<b>Salary:</b>	Competitive Salary and Contributory pension scheme
<b>Annual Leave:</b>	25 days plus Public Holidays (Pro Rata)
<b>Hours:</b>	Part Time (26 hpw), Evening and weekend work from time to time

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### Main Purpose of the role

It’s an exciting time for female footballers in Scotland as their clubs form a new league within the Scottish Professional Football League, which is where you come in.....

**As Women’s Football Officer, you will be the union’s lead on all matters relating to the women’s game in Scotland.**

PFA Scotland are looking to recruit a Women’s Football Officer. This role will ensure their voices are heard both individually and collectively, that is why it is important to us we recruit someone who wants to make a difference.

This newly created role comes at a crucial time where the industry is changing so we need this person to be organised, a confident communicator and have great attention to detail. It would be a benefit if you had a knowledge of women’s football, if not show a willingness to quickly learn about contracts, rules, and regulations.

A big part of your role will be meeting with members to understand the challenges in the industry they work in and work towards making positive changes. It is therefore essential you build and maintain good working relationships with our club representatives as they are the voice in the dressing room. You will also visit clubs to promote the excellent work PFA Scotland do in the hope of increasing our membership; as we all know there is power in numbers. The ability to engage with a social media strategy which will assist all membership communication is essential.

There will be occasion you will have to do this in evenings and weekends, so flexibility and a clean driving licence is essential.

We are looking for a confident individual who can negotiate with clubs and governing bodies, ensuring that the terms and conditions of players’ employment are in line with legislation and FIFA/UEFA standards



IT Skills are necessary for this position as you will be required to prepare presentations and write reports.

### **About the team**

We are a small team who work together to provide a fantastic service to our members. You will be required at times to work with colleagues in other areas of the Union. Not only does this benefit our members but increases your knowledge.

### **We asked our team what they liked about working for PFA Scotland, here is some of their answers**

- Great Working environment with fun colleagues
- Opportunities for training and personal development
- Valued team member
- Feel Appreciated
- Free Parking
- Rewarding job
- Team lunches

If this sounds like your next role and an environment you would thrive in, please submit your current C.V. with covering letter explaining why you think you are the person for this job to [recruitment@pfascotland.co.uk](mailto:recruitment@pfascotland.co.uk)

**Closing Date:** Monday 4<sup>th</sup> April 2022

**Interview Date:** Wednesday 13<sup>th</sup> April 2022

**Interview Method:** Face to Face

We are an equal opportunities employer and welcome applications from all eligible candidates.

