



Club Licensing Roles:

Sample Job Descriptions

Version 1.0 – June 2nd 2026

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NOTE: The Sample Job Descriptions outlined in this document are intended to act as a guide for Clubs to reference and to edit and adapt accordingly and are not binding. The Club Licensing Manual should also be consulted for specific guidance related to each role.

Section: 9. Personnel and Administration

9.1 Administrative Staff Criteria

PAD 1.01 – Club Licensing Officer

Location:

Start date:

Salary:

Reporting to: CEO/COO

[Insert Club Name] are seeking to appoint a Full-time / Part-time Club Licensing Officer (CLO). The successful candidate will report to the CEO/COO and will work closely with all Club personnel.

Background to the Role

Club Licensing was introduced to improve overall governance and transparency for clubs across the European football landscape. After an initial pilot project in 2002, UEFA fully implemented the first Club Licensing system in the 2004/2005 season. The FAI introduced Club Licensing from a Domestic standpoint in 2005. In 2018, UEFA expanded the Licensing system for their Women's UEFA Club Competition. In 2022, the FAI introduced Women's club licensing with a non-binding process. In 2023, the first ever FAI Women's Domestic Club Licensing process was complete, officially granting licences to clubs for the 2024 League of Ireland Women's Premier Division.

The Football Association of Ireland included this requirement into their National Club Licensing regulations and it is an 'A' Criteria for Clubs. The Club Licensing regulation states:

PAD 1.01 – Club Licensing Officer

The licence applicant must appoint a club licensing officer.

The club licensing officer should be responsible for the licence applicant's fulfilment of Club Licensing criteria.

Working Group

It is recommended that the Club Licensing Officer set up a Club Licensing Working Group to manage and implement the Club Licensing process within the applicant club. The Club Licensing Officer should delegate tasks and responsibilities among the members of the Working Group and monitor the performance of the licence applicant in fulfilling the licensing requirements.

Key responsibilities include:

- Developing a Licensing strategy across all levels of the Club to improve overall governance and financial sustainability.
- It is recommended that the Club Licensing Officer set up a Club Licensing Working Group to manage and implement the Club Licensing process within the applicant club. The Club Licensing Officer should delegate tasks and responsibilities among the members of the Working Group and monitor the performance of the licence applicant in fulfilling the licensing requirements.
- The recommended working group should include experts within each criteria sub-section:
 - **Sporting** – *Academy Director, Academy Director, Medical Team, First Team Coaching Staff etc.*
 - **Social and Environmental Sustainability** – *SES Officer, Disability Access Officer etc.*
 - **Infrastructure** – *Infrastructure Coordinator, Event Controller, Grounds Person etc.*
 - **Personnel & Admin** – *Club Licensing Officer, General Secretary, Academy Staff, First Team Coaching Staff, Medical Team, Event Controller etc.*
 - **Legal** – *Club Licensing Officer, Children's Officer, Designated Liaison Person, COO, CEO, Executive Team etc.*
 - **Financial** – *Finance Officer, COO, CEO etc.*
- Ensure they attend all Licensing Seminars/workshops hosted by the FAI, both online and in-person. It is encouraged to include other relevant club personnel at all licensing seminars/workshops that you deem necessary or that may be recommended.
- Communicate internally to the relevant personnel when workshops are made available by UEFA for educational purposes or other.
- Communicate internally to the relevant personnel when workshops are made available by League Office for educational purposes or other.
- Liaise internally to relevant personnel when communication is made to the club on behalf of the League of Ireland or UEFA. This may be related to issue pertaining to mandated personnel, Club Monitoring, Benchmarking, UEFA Solidarity, Three-year rule, extraordinary applications, MCO. This list is non-exhaustive, and the correspondence must be forwarded onto the relevant department within the CLO's club.
- Promote the importance of Club Licensing internally.
- Abide by the submission deadlines as set out within the Club Licensing Manual.
- Abide by the monitoring requirements that are set out within the UEFA and Domestic Club Licensing Manuals.

- Communicate internally when clubs are sanctioned due to failure to comply with licensing regulations and deadlines.
- Ensure resources are in place to allow for Club Licensing requirements to be met.
- Communicate annual amendments to the manual to the relevant personnel within the club.
- Respond to any queries from Match Delegate Reports as it relates to anything that may conflict with information provided as part of the clubs' licensing application.
- Ability to communicate with a wide range of key internal and external stakeholders.
- Ability to learn new topics quickly.
- Flexible and willing to work evenings and weekends;

Desirable:

- Experience in Project Management.
- Proficiency in IT.
- Administration experience in a sporting context.

Support of the CLO by the Club:

It is expected that the Club should:

- Engage in Club Licensing related discussions at Board Meetings.
- Board should be briefed on the licensing process and updates on annual applications.
- Briefings should include pinch points and solutions sought from top management.
- Working group should work closely with the CLO and engage early and often with the club licensing application.
- Working group should provide all relevant submissions in a timely manner and in advance of the deadlines set out within the manual.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.03 – General Manager

Location:

Start date:

Salary:

Reporting to: CEO

[Insert Club Name] are seeking to appoint a Full-time / Part-time General Manager (GM). The successful candidate will report to the CEO and will work closely with all Club personnel.

Background to the Role

PAD 1.03 – General Manager

The licence applicant must have appointed a General Manager being responsible for running its daily business (operative matters).

About the role

Reporting directly to the CEO, the General Manager will be responsible for leading the Club's day-to-day operations in accordance with the Club's strategy and business plans.

Key responsibilities include:

- Operational Leadership & Club Management
- Sustainability & Long-Term Planning
- Strategic & Business Development
- Financial & Resource Management
- People & Organisational Development
- Football Department Liaisons

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Exceptional communication and interpersonal skills.
- A track record of successfully managing a relevant business, in terms of scale, operations and commercial activity.
- Proven leadership and management skills.
- A strong ability to problem-solve and lead change where processes can be improved on.
- Excellent financial management and budgeting knowledge.
- Ambition to achieve high standards.

- The ability to motivate staff and volunteers and support their development, and growth.
- Ability to develop and maintain strong relationships across all key stakeholders.
- A willingness to work flexibly in line with the operations of a busy football Club.

Desirable:

- A strong interest and internal knowledge of the League of Ireland.
- A relevant recognised qualification in Administration preferably within Sport/Football Administration specifically.

Support of the Finance Officer by the Club:

It is expected that the Club should:

- Offer an inclusive recruitment policy and accessible workplaces.
- Announce the official appointment of a General Manager and communicate their contact details through all of the Club's communication channels (website, newsletter, app etc.).
- Provide full support to the General Manager through the provision of the necessary working materials (such as computer, mobile phone).
- Provide financial compensation and reimbursement of travel expenses.
- Make provision for General Manager to attend relevant courses and updates.
- Involve the Club Secretary in all Club matters as relevant to the role.
- Share any communications from relevant stakeholders in a timely manner.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.04 – Club Secretary

Location:

Start date:

Salary:

Reporting to: CEO

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Club Secretary. The successful candidate will report to the CEO and will work closely with all Club personnel.

Background to the Role

PAD 1.04 – Club Secretary

The licence applicant must have sufficient office space available to run its administration; this should ideally be based within the stadium. It must ensure that the office is open to communicate with the FAI and the public.

About the role

Reporting directly to the CEO, the Club Secretary will be responsible for all administrative matters for the Club and will act as the key formal point of contact for the Club for all official correspondence.

The duty of the Club Secretary is to support the general manager, the other organs of the licence applicant, the players, and all other staff in administrative matters.

The Club Secretary must be available during normal office hours as well as flexibility outside of these hours in line with key operational requirements.

The Club Secretary will be the principal administrator for the Club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively.

The Club Secretary is a pivotal role within the Club and is closely involved with the general running of the Club. The Club Secretary is the main point of contact within and outside the Club on nearly every aspect of the Club's activities.

Key responsibilities include:

- **Correspondence:** Handling all official correspondence including e-mails, letters, and phone calls, on behalf of the Club with all relevant stakeholders.
- **Compliance:** Ensuring the club adheres to all Competition rules, disciplinary procedures, and child protection guidelines at all times.

- **Registration & Affiliation:** Registering players, managers, coaches and ancillary staff accurately with the relevant football governing bodies at all times.
- **Travel & Logistics:** Organising transport, accommodation, catering and other necessary arrangements for all relevant fixtures.
- **Matchday Administration:** Submitting team sheets, managing match reports, and ensuring visiting teams, match officials and relevant personnel are hosted properly.
- **Central Internal Liaison:** Acting as the primary conduit between the Club Board, coaching staff, players, parents, and Competition officials.

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- **Organisational Skills:** Exceptional attention to detail for managing files, registrations, and adherence to strict deadlines.
- **Communication:** Clear verbal and written abilities to mediate and distribute information.
- **IT Literacy:** Competence in using Competition administration portals (e.g., FAI Connect), word processors, and spreadsheets.
- **Safeguarding:** Familiar with processing background checks (e.g., Garda Vetting) and basic safeguarding certifications.

Desirable:

- A strong interest and internal knowledge of the League of Ireland.
- A relevant recognised qualification in Administration preferably within Sport/Football Administration specifically.

Support of the Finance Officer by the Club:

It is expected that the Club should:

- Offer an inclusive recruitment policy and accessible workplaces;
- Announce the official appointment of a Club Secretary and communicate their contact details through all of the Club's communication channels (website, newsletter, app etc.).
- Provide full support to the Club Secretary through the provision of the necessary working materials (such as computer, mobile phone).
- Provide financial compensation and reimbursement of travel expenses.
- Make provision for Club Secretary to attend relevant courses and updates.
- Involve the Club Secretary in all Club matters as relevant to the role.
- Share any communications from relevant stakeholders in a timely manner.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.05 – Finance Officer

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Finance Officer. The successful candidate will report to the CEO/Club Secretary and will work closely with all Club personnel.

Background to the Role

The Football Association of Ireland includes this requirement in their National Club Licensing regulations as an 'A' Criteria for Clubs. The Club Licensing regulation states:

PAD 1.05 – Finance Officer

The licence applicant must have appointed a Finance Officer being responsible for its financial matters who can be either a person working in its administration or an external partner mandated by the licence applicant through a written contract.

About the role

Reporting directly to the CEO/Club Secretary the Finance Officer will be responsible for all matters related to financial oversight and control.

The Finance Officer will be responsible for preparing and submitting all financial inputs required during the Domestic Club Licensing and UEFA Club Licensing processes, and will be responsible for providing financial reports on an ongoing basis, as required by the FAI and/or UEFA.

The Finance Officer will be responsible for safeguarding and reporting on the Club's resources and will support key decision-making processes across multiple functions.

The Finance Officer will use their knowledge and understanding of best practice and will work with other employees and volunteers to foster and develop a culture of strong financial control.

Key responsibilities include:

- Developing and maintaining a strong financial control environment within the Club.
- Maintaining books of original entry.

- Processing supplier payments.
- Issuing sales invoices and collection of debtors.
- Banking and reconciliation of gate receipts.
- Payroll processing.
- Expense claims processing.
- Recording and/or supervision of the recording of all financial transactions of the Club.
- Preparation of monthly management accounts.
- Budgeting & forecasting.
- Co-ordination of annual statutory audit.
- Preparation of material in advance of board and committee meetings.
- Tax compliance.
- Stock control.
- Preparation and submission of UEFA solidarity financial requirements to FAI by no later than March 31st each year.
- UEFA Club Monitoring.
- Preparation and submission of quarterly management accounts in format specified by FAI.
- Monitor ongoing compliance with all financial club licensing rules, notably Salary Cost Protocol (SCP).
- Submission of all financial inputs required to support the Club's application for a domestic licence by no later than September 30th each year.
- Submission of all financial inputs required to support the Club's application for a UEFA licence by no later than March 31st each year.
- Act as main liaison point for queries from the FAI in relation to Domestic and/or UEFA licence applications.
- Administration of academy grant funding and related compliance obligations.
- Preparation and submission of grant applications.
- Attendance at finance workshops organised by FAI (in-person or virtual).
- Act as main liaison point for banks, Revenue and third-party service providers.
- Procurement.
- Company secretarial duties.
- Other ad hoc duties as may be required by the Club.

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- The Finance Officer must hold as a minimum one of the following qualifications:
 - a) a diploma of certified public accountant; or

- b) a diploma of qualified auditor; or
 - c) a diploma issued by the Licensor, or an organisation recognised by the Licensor
- Proficient in the use of Microsoft suite of programs (Word, Excel, PowerPoint).
 - Able to communicate with a wide range of key stakeholders.
 - Able to support and offer guidance to a number of internal departments.
 - Self-motivated.
 - Excellent briefing and report writing skills.
 - Able to interact effectively with external partners.
 - Able to learn new topics quickly.
 - Flexible and willing to work evenings and weekends.

Desirable:

- Previous experience working in a finance role.
- Interest in sports industry.
- To have obtained or be a working towards obtaining a professional accounting qualification.
- Experience of ERP systems (SAGE, Netsuite, SAP).

Support of the Finance Officer by the Club:

It is expected that the Club should:

- Offer an inclusive recruitment policy and accessible workplaces;
- Announce the official appointment of a Finance Officer and communicate their contact details through all of the Club's communication channels (website, newsletter, app etc.).
- Provide full support to the Finance Officer through the provision of the necessary working materials (such as computer, mobile phone).
- Provide financial compensation and reimbursement of travel expenses.
- Make provision for Finance Officer to attend relevant courses and updates.
- Involve the Finance Officer in all commercial related matters such as ticketing, merchandising, hospitality etc.
- Involve the Finance Officer in all matters relating to Domestic and/or UEFA Club Licensing, as applicable.
- Share any communications from the FAI or other relevant authorities in a timely manner.

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Alternative formats of this document are available upon request.

PAD 1.06 – Club Children’s Officer

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Club Children’s Officer. The successful candidate will report to the CEO/Club Secretary and will work closely with all Club personnel.

Background to the Role

The role was initially developed by Sport Ireland to ensure the sport club created a safe, fun and inclusive environment for children who accessed it.

The role developed with the introduction of the Children First Act 2015 and the introduction of the relevant person for the Child Safeguarding statement.

PAD 1.06 – Club Children’s Officer

The licence applicant must appoint a Club Children’s Officer to act with regard to children’s issues as part of the Academy Programme. If the licence applicant has an affiliation agreement with another club for its Academy Programme it must ensure that the affiliated club appoints this person. The Club Children’s Officer must complete the Safeguarding 1 & 2 Club Children’s Officer training through the FAI or any other Irish National Sporting Body or Sport Ireland.”.

Garda Vetting and Safeguarding training

The club Children’s Officer must have completed Garda vetting through the FAI and Safeguarding 1 & 2 training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

About the role

The appointment of a Children’s Officer is an essential element in the creation of a quality atmosphere in any relevant service.

They act as a resource to members with regard to Children’s issues and also ensure that Children have a voice in the running of the club and can freely talk about their experiences.

The Children’s Officer should be a member of or have access to, the Club Management Committee.

The Children's officer does not have independent responsibility of investigating or validating Child protection concerns within the Club. This responsibility lies with An Garda Síochána and Tusla. Nor do they have no counselling or therapeutic role. This responsibility lies with the HSE.

Key responsibilities include:

- Be familiar with and follow the FAI Child Welfare and Safeguarding policy, Complaints and Disciplinary procedures, and any other relevant guidelines.
- Implement Child centred policies and procedures within the football organisation.
- Ensure safe recruitment procedures are in place.
- Have completed the Risk Assessment and Child Safeguarding Statement.
- Promotion of Child Safeguarding Statement and be the first point of call for it, with contact details available on the Statement.
- Host regular information meetings and get parental involvement.
- Ensure that the Relevant Services members are adequately trained and adhere to the Child Welfare and Safeguarding Policy.
- Ensure that there are accurate and up to date records of coaches and volunteers training and Garda Vetting Clearance.
- Monitor movement and drop out of players and volunteers.
- Handle any complaints received regarding poor practice.
- Make contact with FAI Children's Officers roles.

This is not an exhaustive list.

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Must have completed Garda vetting through the FAI
- Completed Safeguarding 1 & 2 through the FAI or any other Irish National Sporting body or Sport Ireland

Desirable:

- Previous experience working in or knowledge of the field of Child Welfare & Safeguarding.
- An understanding of the key aspect of Children First Act 2015, National Vetting Bureau (Children and Vulnerable Persons) Acts, 2012 – 2016, Children First: National Guidance for the Protection and Welfare of Children 2017 and the FAI Child Welfare and Safeguarding policy.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.07 – Protection of Children – Club Designated Liaison Person

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Club Designated Liaison Person. The successful candidate will report to the CEO/Club Secretary and will work closely with all Club personnel.

Background to the Role

The role was initially developed by Sport Ireland to ensure the sport club created a safe, fun and inclusive environment for children who accessed it.

The role developed with the introduction of the Children First Act 2015 and is detailed within The Children first: National guidance for the Protection and welfare of children 2017.

PAD 1.07 – Protection of Children- Club Designated Liaison Person

The licence applicant must appoint a designated person who shall be responsible for dealing with any concerns about the protection of children. If the licence applicant has an affiliation agreement with another club for its Academy Programme it must ensure that both have a Designated Liaison Person in place and agreement in place as to the remit of both. The role of club designated liaison person shall be fulfilled by the licence applicant's Chairman or designated deputy who meets the Garda vetting and Safeguarding training criteria The designated person is responsible for reporting allegations or suspicions of child abuse to The Child and Family Agency TUSLA or Social Services (NI) and/or An Garda Síochána/ PSNI. Support and advice is available from the Football Associations of Ireland's Child Welfare and Safeguarding Manager/Designated Liaison Person.

Garda Vetting and Safeguarding training

The club designated liaison person must have completed Garda vetting through the FAI and Safeguarding 1 & 3 training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

About the role

The Club's Designated Liaison Person shall be the person holding the highest office within the football body (Chairperson) who will be responsible for dealing with any concerns about the protection of Children. It may also be useful to appoint a Deputy Liaison Person who can fulfil the role when the Designated Liaison Person is not available.

The Designated Liaison Person is responsible for reporting allegations or suspicions of Child abuse to Tusla or Social Services (NI) and/or An Garda Síochána/ PSNI.

Deal with any information provided to them by Tusla or Social Services (NI) and/or An Garda Síochána/ PSNI in line with policy.

The Football Association of Ireland's Child Welfare and Safeguarding Manager, who is also a Mandated Person, is available to discuss any of the necessary elements of the policy or procedures with the Designated Liaison Person

The Designated Liaison Person may issue Stand Down Orders as necessary, which is outlined further within section 8 of the policy

Clubs should make the name and contact details of the Designated Liaison Person available to all staff and volunteers working within the Organisation and available on the relevant services Child Safeguarding Statement.

Designated Liaison Persons does not have independent responsibility of investigating or validating Child protection concerns within the Club. This responsibility lies with An Garda Síochána/PSNI and Tusla/Social Services (NI). Nor do they have no counselling or therapeutic role. This responsibility lies with the HSE/NHS.

Key responsibilities include:

- Have knowledge of the FAI Child Welfare and Safeguarding Policy, and statutory requirements
- Have a knowledge of categories and indicators of abuse
- Be familiar with and able to carry out reporting procedures using the correct forms or accessing the online Tusla reporting portal, (see appendix 8 for forms).
- Communicate with parents and/or agencies as appropriate
- Assist with the ongoing development and implementation or Child protection training needs
- FAI Child Welfare and Safeguarding Department in relation to Child protection training needs.

- Be aware of local contacts and services in relation to Child protection, i.e. principal and duty social workers and their contacts.
- To inform duty social worker in Tusla – Child and Family agency and/ or An Garda Síochána of relevant concerns about individual Children, using the Reporting Form or through the Tusla Portal, keep a copy of this form and ensure acknowledgement of receipt of this form.
- Report any retrospective reports of abuse to TUSLA
- Assist with any joint reporting with a mandated person. Please see section 5.19 for more information on this.
- Inform the FAI Child Welfare & Safeguarding Manager/Child Welfare and Safeguarding department when a report to a statutory body has been made in relation to a participant.
- Liaise with FAI Child Welfare & Safeguarding Manager when a Stand Down Order has been issued in line with policy.
- Reporting poor practice to their relevant governing body (For example Club to League) having ensured that any concerns regarding Child protection issues have been reported to the relevant Statutory Authority.
- Advise Administrators on issues of confidentiality, record keeping and data protection.

This is not an exhaustive list.

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Must have completed Garda Vetting through the FAI
- Completed Safeguarding 1 and 3 through the FAI or any other Irish National Sporting body or Sport Ireland

Desirable:

- Previous experience working in or knowledge of the field of Child Welfare & Safeguarding.
- An understanding of the key aspect of Children First Act 2015, National Vetting Bureau (Children and Vulnerable Persons) Acts, 2012 – 2016, Children First: National Guidance for the Protection and Welfare of Children 2017 and the FAI Child Welfare and Safeguarding policy.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.08 – Sporting Director

Location:

Start date:

Salary:

Reporting to: CEO

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Sporting Director. The successful candidate will report to the CEO and will work closely with all Club personnel.

Background to the Role

PAD 1.08 – Sporting Director

The licence applicant must have appointed a qualified Sporting Director.

Garda Vetting and Safeguarding training

The Sporting Director must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Key Responsibilities

The Sporting Director plays a key role in a football Club's management by overseeing the overall sporting strategy. They will shape the club's competitive future by making strategic decisions about player personnel and development

Their responsibilities include:

- Developing and implementing the club's long-term vision for player recruitment, development, and team performance.
- Managing the scouting and signing of players.
- Coordinating with the coaching staff to align player acquisitions with the team's tactical needs.
- Overseeing youth academy development to nurture future talent.
- Serving as a link between the club's management and the coaching team.
- Ensuring the club's sporting policies comply with budgets and regulations.

Garda Vetting and Safeguarding training

As outlined in in Club Licensing Manual (See above note)

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.09 – Media Officer

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Media Officer. The successful candidate will report to the CEO/Club Secretary and will work closely with all Club personnel.

Background to the Role

PAD 1.09 – Media Officer

The licence applicant must have appointed a Media Officer being responsible for media matters.

Garda Vetting and Safeguarding training

The Media Officer must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

About the role:

The position of Media Officer will be to provide the Club with support on all tasks relating to media relations, broadcast operations, social media content creation and digital activities. The person will have relevant experience in a similar position along with a qualification in the area.

Role Requirements:

- To manage the match day and weekly media operations and liaise with the media in all enquiries.
- To design and implement key Public Relations campaigns throughout the season from the Club.
- Identify new ways of engaging with supporters and sponsors through the Club's communications platforms.
- Manage social media content strategies for all areas of the Club as identified by the Club's CEO.
- Management and production of content for the Club website.
- Track social media analysis and identify areas to improve.

- Be the main contact for all external media requests in relation to the Club, not exclusively on football matters.
- To effectively communicate and manage the flow of information of football related news content for the Men's and Women's first teams and LOI Academy teams.
- Collaborating with all staff and management to ensure that the Club platforms align with brand strategy and meet stakeholder and commercial requirements.
- Identifying and managing volunteers who work across the areas of the Club's media operations.
- Attend home and away fixtures to perform media duties for Men's and Women's first teams.
- Be the main liaison with the League of Ireland Department on media matters.
- Organising LOITV arrangements for each Men's and Women's first team home fixture.
- Be the Broadcast Liaison Officer for all of the Club's televised fixtures.
- The Media Officer must also participate in a Media Officer workshop organised by the FAI, at the earliest opportunity.

Essential:

- Previous experience in the media / communications / public relations industry;
- Qualification in public relations, journalism, or communications from a recognised awards body;
- Experience in entry level content creation through written word, graphics and / or video production;
- Demonstratable commitment and passion for football;
- Qualifications or significant experience in Microsoft Office and / or similar

Desirable:

- Proficient use in Adobe Creative Cloud programmes such as Photoshop, Premier Pro, Illustrator;
- Association with the Football Club;
- Experience in broadcast production;
- Third-level qualification in media and communications.

Support of the Media Officer by the Club:

It is expected that the Club should:

- Offer an inclusive recruitment policy and accessible workplaces so that everybody (with the relevant skills) can apply for the position of a Media Officer;
- Announce the official appointment of a Media Officer and communicate their contact details through all of the Club's communication channels (website, newsletter, app etc.);
- Provide full support of the Media Officer through the provision of the necessary working materials (such as computer, associated software, mobile phone, work uniform, accessible access to all necessary areas of the Club premises, where relevant);
- Provide financial compensation and reimbursement of travel expenses;
- Assist in the organisation and execution of accessible trips to Away matches.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.10 – Marketing Officer

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Marketing Officer. The successful candidate will report to the CEO/Club Secretary and will work closely with all Club personnel.

Background to the Role

The Football Association of Ireland Club Licensing Regulations require Clubs to appoint a Marketing Officer responsible for marketing, branding and advertising activities within the Club. The Marketing Officer should hold the relevant qualifications and/or experience for such a key role within the Club.

The Club Marketing Officer will regularly meet and collaborate with the relevant Club personnel on all related matters.

The Club Licensing regulation states:

PAD 1.10 – Marketing Officer

The licence applicant must have appointed a club marketing officer responsible for marketing, branding and advertising. The person should hold the relevant qualifications/experience for such a key role within the Club.

About the role

Reporting directly to the CEO/Club Secretary, the Marketing Officer will be responsible for developing and implementing the Club's marketing, branding, communications and commercial strategies.

The Marketing Officer will lead the promotion of the Club at local and national level, helping to grow interest, awareness, attendances and revenues while strengthening the Club's links within the local community.

The Marketing Officer will also act as the Club's key representative for all marketing-related matters and will work closely with the Football Association of Ireland, local stakeholders, sponsors, supporters and community organisations.

The Marketing Officer will use their knowledge and understanding of marketing best practice to support the Club in achieving its strategic and commercial objectives while ensuring compliance with all sponsorship and commercial commitments.

Key responsibilities include:

- Developing and implementing short, medium and long-term marketing strategies across marketing, communications, community engagement, customer service and commercial activities.
- Building and supporting a marketing function that operates to grow interest, awareness, attendances and revenues at the Club.
- Building strong local links with grassroots clubs, schools, community groups, local stakeholders and the wider local community.
- Managing and supporting all marketing and sales initiatives including advertising, promotions, ticket sales, merchandising, sponsorship activities and future commercial initiatives.
- Negotiating and managing marketing and commercial agreements in line with Club objectives.
- Taking an active role in the network of Club Marketing Officers in implementing national League of Ireland programmes at local level.
- Reporting directly to the Club Board on all marketing matters at each Board meeting.
- Reporting the Club's marketing progress and activities to the League of Ireland as required.
- Attending workshops, training programmes, conferences and information exchanges organised or requested by the League of Ireland.
- Supporting the growth and visibility of the Club brand across all communication channels including website, newsletters and social media.
- Working closely with relevant Club departments including ticketing, media, communications, community development and administration to ensure coordinated delivery of marketing objectives.
- Developing initiatives to improve supporter engagement, customer experience and community participation.
- Ensuring that the Club complies with all obligations under sponsorship and commercial agreements.
- Monitoring and evaluating the effectiveness of marketing campaigns and commercial activities.
- Preparing reports, presentations and updates for the Club Board and the League of Ireland.
- Liaising with sponsors, partners, local businesses and community organisations to maximise opportunities for the Club.
- Any other specific responsibilities as determined by the Club.

The Marketing Officer shall support the Club at home matches, Club events and relevant community activities in order to promote the Club and support marketing and commercial objectives.

For Home matches, tasks may include:

- Co-ordination with other Club staff ahead of the match including media, ticketing, operations and community personnel.
- Promoting fixtures, events and Club initiatives across all communication channels.
- Supporting matchday ticket sales, hospitality, sponsorship activation and fan engagement initiatives.
- Liaising with sponsors, partners and local stakeholders on matchday activities.
- Gathering feedback from supporters, sponsors and stakeholders to support future marketing initiatives.
- Being available and contactable before, during and after the match regarding marketing, promotional and commercial activities.

For Community and Commercial activities, tasks may include:

- Developing relationships with schools, grassroots clubs and community organisations.
- Supporting the organisation and promotion of Club events, campaigns and community initiatives.
- Identifying opportunities to increase attendances, participation and Club revenues.
- Assisting with merchandising initiatives and promotional campaigns.
- Supporting sponsorship activations and commercial partner relationships.
- Representing the Club at networking, promotional and community events where required.

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Relevant qualifications and/or experience in marketing, communications, business, sales or a related discipline.
- Strong understanding of marketing, branding, advertising and communications principles.
- Experience in developing and implementing marketing and commercial strategies.
- Excellent communication, presentation and relationship-building skills.
- Ability to engage effectively with a wide range of stakeholders including Club personnel, sponsors, supporters, schools, community organisations and the League of Ireland.
- Strong organisational, planning and reporting skills.
- Ability to work independently and as part of a team.
- Self-motivated and passionate about promoting and developing the Club.
- Ability to manage multiple projects and meet deadlines.

- Good understanding of digital marketing and social media platforms.
- Flexible and willing to work evenings and weekend.

Desirable:

- Previous experience working within football, sport or community organisations.
- Experience in sponsorship, commercial development or event promotion;
- Knowledge of the League of Ireland and FAI structures.
- Experience in supporter engagement and community development initiatives.

Support of the Marketing Officer

It is expected that the Club should:

- Provide the Club Marketing Officer with the necessary support, resources and access required to carry out the role effectively.
- Communicate the appointment and contact details of the Marketing Officer through the Club's communication channels.
- Provide appropriate working materials and access to Club systems and facilities.
- Support attendance at FAI workshops, training programmes and networking events
- Involve the Marketing Officer in all relevant marketing, branding, sponsorship and commercial matters.
- Support the development and implementation of marketing, community and commercial initiatives.
- Assist the Marketing Officer in delivering activities that increase attendances, awareness and revenues.

[Insert Club Name] are an equal opportunities employer

Alternative formats of this document are available upon request.

PAD 1.11 – Commercial Officer

Location:

Start date:

Salary:

Reporting to: CEO/COO

[Insert Club Name] are seeking to appoint a Full-time / Part-time Commercial Officer. The successful candidate will report to the CEO/COO and will work closely with all Club personnel.

Background to the Role

PAD 1.11 – Commercial Officer

The licence applicant must have appointed a Commercial Officer being responsible for business development and club partnerships. The Commercial Officer should oversee new sponsorship and commercial opportunities.

About the role

Reporting directly to the CEO/COO, the Commercial Officer will be responsible for developing and implementing the Club's Commercial Strategy including acquiring new Commercial Partners and managing relationships with existing Commercial Partners to maximise their potential for the Club.

Key responsibilities include:

- **Partnerships & Sponsorships:** Acquire, retain, and manage Commercial Partners. Negotiate agreements and ensure all sponsor rights, signage, and digital activations are maximized and delivered successfully.
- **Brand & Marketing:** Develop brand campaigns in conjunction with the Media Officer and Marketing Officer to build brand awareness. Grow merchandise sales and licensing revenue.
- **Matchday Revenue:** Manage ticketing operations, pricing structures, seating allocations, and premium corporate hospitality experiences. Coordinate matchday fan zones and activations
- **Non-Matchday Events:** Commercialise the stadium for non-football events, and third-party bookings to maximise facility usage.
- **Reporting & KPIs:** Track commercial KPIs, manage sales budgets, and present financial performance data to relevant internal stakeholders. Monitor Commercial trends and identify new opportunities that align with the Club's values and goals.

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Experience in sponsorship sales, business development, account management – ideally in sport, entertainment, or media.
- Proven success in achieving sales targets or commission-based earnings.
- The ability to manage budgets accurately and effectively.
- Strong presentation, negotiation, and interpersonal skills.
- Ability to build long-term, trust-based relationships with clients and stakeholders.
- Self-motivated and able to manage a pipeline with limited supervision.
- Experience in sports marketing, sponsorship activation, or working within a sporting body or rights-holder.
- Knowledge of CRM and sales pipeline management tools
- Ability to analyse data and translate insights into sales strategy.
- Creativity in partnership ideation and activation concepts.
- Understanding of digital and social media trends in commercial partnerships.
- Presentation design and proposal development skills (PowerPoint/Keynote/Canva).
- A team player with a positive work ethic.
- Flexible working practices including weekend work

Desirable:

- Passion for sport (ideally football) and understanding of the Club's role in Irish sport and community.
- Existing network of corporate and agency contacts across Ireland and/or internationally.

Support of the Finance Officer by the Club:

It is expected that the Club should:

- Offer an inclusive recruitment policy and accessible workplaces.
- Announce the official appointment of a Commercial Officer and communicate their contact details through all of the Club's communication channels (website, newsletter, app etc.).
- Provide full support to the Commercial Officer through the provision of the necessary working materials (such as computer, mobile phone).
- Provide financial compensation and reimbursement of travel expenses.
- Make provision for Commercial Officer to attend relevant courses and updates.
- Involve the Commercial Officer in all Club matters as relevant to the role.
- Share any communications from relevant stakeholders in a timely manner.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.12 – Infrastructure Coordinator

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time Infrastructure Coordinator. The successful candidate will report to the CEO/COO and will work closely with all Club personnel.

Background to the Role

The Club Licensing regulation states:

PAD 1.12 – Infrastructure Coordinator

The licence applicant must have appointed an infrastructure coordinator being the point of contact between the licence applicant and the Club Licensing Department for all infrastructure related issues.

The infrastructure coordinator must be involved in and have knowledge of all infrastructure issues within the club, including all aspects of the Club Infrastructure Development Plan (INF 1.03).

Role Purpose:

The Infrastructure Coordinator will lead the planning, coordination, and delivery of infrastructure development. The role focuses on supporting, licensing requirements, accessing funding, and improving stadium and training facilities to meet domestic and UEFA standards.

Key Responsibilities:

Infrastructure Development

- Act as the primary point of contact for all infrastructure matters relating to your club.
- Support the planning and delivering stadium and facility upgrades aligned with licensing criteria and strategic objectives.
- Develop tailored infrastructure plans, aligned with league growth and long-term sustainability.

Funding & Grant Coordination

- Manage and support League of Ireland clubs in accessing funding streams, including:
 - Large Scale Sport Infrastructure Fund (LSSIF)
 - Community Sports Facilities Fund (CSFF)

- Engagement in further funding streams where applicable
- Assist with application preparation, submission, and compliance reporting.
- Track funding allocations and ensure accountability and timely delivery of funded projects.

Licensing & Compliance

- Support your club League of Ireland and UEFA licensing infrastructure requirements.
- Monitor compliance with stadium categories, safety standards, and facility regulations.
- Provide guidance on required upgrades and timelines to ensure licensing readiness.

Infrastructure Standards & Guidelines

- Implement and oversee adherence to FAI infrastructure guidelines, including:
 - Stadium and facility standards
 - Pitch quality (natural and artificial turf)
 - Floodlighting and broadcast requirements
- Extensive knowledge of UEFA Infrastructure Guidelines and implementation.

Project Coordination & Delivery

- Coordinate infrastructure projects with the club, ensuring:
 - Clear timelines and milestones
 - Stakeholder alignment (League of Ireland, local authorities, contractors)
 - Efficient delivery within budget

Stakeholder Engagement

- Work closely with League of Ireland clubs and executives, internal FAI departments, and government bodies.
- Facilitate workshops and education sessions for clubs on infrastructure planning and funding.

Strategic Development

- Contribute to the long-term infrastructure strategy for the club.
- Identify gaps and opportunities in current facilities and propose scalable solutions.

- Support initiatives to enhance matchday experience, player development environments, and commercial potential.

Matchday & Operational Support

- Provide infrastructure-related support for key fixtures where required.
- Ensure facilities meet operational, safety, and broadcast standards.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.13 – Grounds Person

Location:

Start date:

Salary:

Reporting to: CEO/COO

[Insert Club Name] are seeking to appoint a Full-time / Part-time Grounds Person. The successful candidate will report to the CEO/COO and will work closely with all Club personnel.

Background to the Role

The Club Licensing regulation states:

PAD 1.13 – Grounds Person

The licence applicant must have appointed a grounds person being responsible for maintenance of the field of play and the playing area.

The grounds man must undergo a training programme approved by the FAI.

Role Purpose:

To support the preparation and upkeep of the club's playing surfaces and surrounding facilities to a safe and playable standard, in line with Football Association of Ireland (FAI) regulations, club resources, and match requirements.

This role may be fulfilled on a voluntary, part-time, or full-time basis, depending on club structure.

Key Tasks and Responsibilities

Key duties include, but are not limited to:

- Oversee the day-to-day organisation and operation of the Grounds Team, including the preparation and maintenance of all playing surfaces. This includes the application of fertilisers, spraying (where qualified), and the upkeep and basic repair of equipment and machinery.
- Ensure all pitches and associated facilities are maintained to a safe and playable standard and are available for use as required, while actively contributing to daily grounds operations when necessary.
- Extensive knowledge of UEFA and FAI Pitch Guidelines.
- Assist in the planning and delivery of pitch maintenance programmes, taking into account seasonal requirements, available resources, and appropriate cultural and chemical treatments.

- Maintain an up-to-date awareness of developments in groundskeeping practices, including equipment, fertilisers, and approved chemical use relevant to the Irish context.
- Liaise with First Team, Academy, and other relevant stakeholders to coordinate pitch usage for training sessions and fixtures.
- Carry out all duties in accordance with Health & Safety legislation and club policies, ensuring all machinery and equipment are operated, stored, and maintained safely.
- Take reasonable responsibility for the health, safety, and welfare of colleagues, volunteers, contractors, and visitors while work is being undertaken.
- Maintain accurate and appropriate records to support best practice, compliance, and club reporting requirements.
- Coordinate and oversee contractors on site, ensuring all required documentation is completed and that works are delivered to an acceptable standard.
- Liaise with club management (e.g. Head of Operations or equivalent) regarding any required remedial or improvement works, including identifying opportunities that may enhance facilities or provide long-term value to the club.
- Support the development of the Grounds Team by identifying training needs and engaging with relevant training providers or governing body programmes where appropriate.

Qualifications, Skills and Experience

- A relevant qualification in Sports Turf Management, Horticulture, or a related discipline (e.g. Level 5/6 QQI or equivalent) is required, or significant equivalent practical experience
- A recognised qualification in horticulture or sports turf (or currently working towards same) is desirable
- Certified in pesticide application (e.g. PA1, PA2, PA6 or Irish equivalent such as Teagasc certification), or willingness to obtain:
 - Boom Sprayer – *QQI 5N1797*
 - Handheld Sprayer – *QQI 5N0731*
- Proven experience working in a sporting or groundskeeping environment
- Practical knowledge and experience in the use and maintenance of groundskeeping machinery
- Experience in supervising, coordinating, or supporting a small team (including volunteers)

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.14 – Supporter Liaison Officer

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Supporter Liaison Officer (SLO). The successful candidate will report to the CEO/Club Secretary and will work closely with all Club personnel.

Background to the Role

In 2010, the UEFA Executive Committee approved a new regulation which requires Clubs to appoint a Supporter Liaison Officer (DAO). Article 45 of the UEFA Club Licensing and Financial Sustainability Regulations states:

The licence applicant must have appointed a supporter liaison officer to act as the key contact point for supporters.

The supporter liaison officer will regularly meet and collaborate with the relevant club personnel on all related matters.

PAD 1.14 – Supporter Liaison Officer

The licence applicant must have appointed a liaison officer to act as the key contact point for supporters.

The supporter liaison officer must regularly meet with the club's management and must collaborate with the security officer and other relevant personnel on all-related matters.

About the role

Reporting directly to the CEO/Club Secretary the SLO will be responsible for supporting and advising the Club in relation to communicating and supporting the needs of all supporters.

The SLO will be the Club's key advocate for all supporter-related matters and will champion supporter issues, as well as promote the business benefits of creating a positive, collaborative relationship with all supporters.

The SLO will also serve as the main point of contact between the Club and its supporters, supporter groups and Away Club SLOs, and will work to facilitate a positive dialogue with these stakeholders.

The SLO will use their knowledge and understanding of best practice and will work to implement improvements across all levels of the Club, promoting supporter initiatives and facilities.

Key responsibilities include:

- Increasing the number of services for supporters;
- Providing guidance to the ticketing department on the management of tickets for all supporters;
- Acting as a point of liaison between the Club and supporters, and their associations or groups;
- Collating access information for home and away supporters, with relevant matchday information on transport to the stadium and back, contact information and facilities and services available at the stadium;
- Liaising with the FAI, SLOs from other Clubs, Disability Access Officers (DAOs) and Fan Embassies;
- Working with other Club departments and officials such as Safety and Security Officers, Medical teams, Media and Communications and Human Resources to ensure supporters are considered in their projects and plans;
- Participating in conferences/meetings between SLOs across other Clubs, shadow visits at other stadiums and further events with training and networking purposes;
- Communicating improvements, activities and existing services and facilities regularly with stakeholders through newsletters, website articles, social media etc;
- Planning and executing special events for supporters;
- Any other specific responsibilities as determined by the Club.

The SLO shall be present on all match days (both at Home and on organised trips to Away matches) to act as a contact person for supporters, helping to improve their matchday experience.

For **Home** matches, tasks may include:

- Co-ordination with other matchday Club staff e.g. the Disability Access Officer, the Event Controller and Safety/Security Officer ahead of the match;
- Provision and dissemination of all relevant matchday information on the Club website, via newsletters and other media channels ahead of the match;

- Provision of relevant matchday information to the visiting Club as soon as possible ahead of the match;
- Meeting the Match Delegate before the match;
- Meeting the visiting Club SLO before the match and presenting them to relevant Club staff;
- Being available and contactable, before, during and after the match for any supporters' queries and feedback.

For **Away** matches, tasks may include:

- Contacting the home Club SLO ahead of the match to collect all relevant matchday information;
- Clarifying in good time the ticket-attribution policies for supporters;
- Communication of all relevant matchday information on the Club website, via newsletters and other media channels as early as possible ahead of the match;
- Being available and contactable, before, during and after the match for any supporters' queries and feedback;
- Organisation and execution of trips to away matches and research on travel and accommodation for supporters;
- Accompanying supporters if there is an organised away trip by the Club;
- Meeting the home Club SLO and introducing them to relevant Club staff;
- Being present with supporters throughout the match;

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Familiar with relevant best practice documents, including the UEFA Practical Guide to Supporter Liaison;
- Able to communicate with a wide range of key stakeholders, including senior management, An Garda Síochána and supporter groups;
- Able to support and offer guidance to a number of internal departments;
- Self-motivated and passionate about improving matchday experiences for supporters;
- Excellent briefing and report writing skills;
- Able to interact effectively with external partners;
- Able to learn new topics quickly;
- Flexible and willing to work evenings and weekends;

Desirable:

- Familiar with key Club supporter groups;

Support of the SLO by the Club:

It is expected that the Club should:

- Offer an inclusive recruitment policy and accessible workplaces so that everybody (with the relevant skills) can apply for the position of a SLO;
- Announce the official appointment of a SLOO and communicate their contact details through all of the Club's communication channels (website, newsletter, app etc.);
- Provide full support of the SLO through the provision of the necessary working materials (such as computer, mobile phone, work uniform, accessible access to all necessary areas of the Club premises, where relevant);
- Provide financial compensation and reimbursement of travel expenses;
- Involve the SLO in all supporter related matters such as building measures, ticketing etc.;
- Assist in the organisation and execution of trips to Away matches.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.15 – Disability Access Officer

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Disability Access Officer (DAO). The successful candidate will report to the CEO/Club Secretary and will work closely with all Club personnel.

Background to the Role

In July 2015, the UEFA Executive Committee approved a new regulation which requires Clubs to appoint a Disability Access Officer (DAO). Article 46 of the UEFA Club Licensing and Financial Sustainability Regulations states:

The license applicant must have appointed a disability access officer to support the provision of inclusive, accessible facilities and services.

The Disability Access Officer will regularly meet and collaborate with the relevant Club personnel on all related matters.

PAD 1.15 – Disability Access Officer

The licence applicant must have appointed a Disability Access Officer to support the provision of inclusive accessible facilities and services.

The Disability Access Officer will regularly meet and collaborate with the relevant Club personnel on all related matters.

About the role

Reporting directly to the CEO/Club Secretary, the DAO will be responsible for supporting and advising the Club in relation to improving access and inclusion for its disabled supporters, customers, employees, volunteers and players.

The DAO will be the Club's key advocate for all disability-related matters and will champion disability issues, as well as promote the business benefits of creating an accessible stadium, matchday and inclusive environment.

The DAO will also serve as the main point of contact between the Club and its disabled supporters, guests, players and employees and will work to facilitate a positive dialogue with these stakeholders.

The DAO will use their knowledge and understanding of best practice and will work with local disability organisations to implement improvements across all levels of the Club, promoting access and inclusion in all departments.

Key responsibilities include:

- Developing an access strategy across all levels of the Club to undertake access improvements to facilities and services (in accordance with existing legislation and guidance, aiming to meet or exceed the UEFA and AccessibAll requirements which are based on European minimum standards);
- Increasing the number of services for disabled supporters;
- Providing guidance to the ticketing department on the management of disabled persons' tickets and ensuring an inclusive ticketing policy as well as the allocation of a complimentary companion ticket where required;
- Ensuring Club employees and volunteers receive disability inclusion and etiquette training, and have a broad understanding of the requirements of disabled persons;
- Acting as a point of liaison between the Club and its disabled visitors and supporters, and their associations or groups;
- Advising on how the Club can actively promote the employment of disabled people, including how to implement an accessible recruitment policy and procedure and provide an accessible working environment for disabled persons;
- Collating access information for disabled home and away supporters, with relevant matchday information on transport to the stadium and back, accessible accommodation, contact information and accessible facilities and services available at the stadium;
- Improving and promoting accessible matchday services at the stadium e.g. providing a dedicated audio-descriptive commentary service for partially sighted and blind supporters and accessible formats of Club publications, such as online and audio matchday programmes;
- Liaising with local disability organisations to ensure the Club is following best practices and encouraging new disabled supporters to attend their matches;
- Liaising with the FAI, DAOs from other Clubs, Supporters Liaison Officers (SLOs) and Fan Embassies;
- Working with other Club departments and officials such as Safety and Security Officers, Medical teams, Media and Communications and Human Resources to ensure disabled people are considered in their projects and plans;

- Participating in conferences/meetings between DAOs across other Clubs, shadow visits at other stadiums and further events with training and networking purposes;
- Communicating improvements, activities and existing available accessible services and faculties regularly with stakeholders through newsletters, website articles, social media etc.;
- Supporting disabled supporters in establishing a Disabled Supporters Group;
- Planning and executing special events for disabled supporters;
- Supporting the Human Resources department to establish an inclusive recruitment and employment policy and to provide accessible workplaces;
- Any other specific responsibilities as determined by the Club.

The DAO shall be present on all match days (both at Home and on organised trips to Away matches) to act as a contact person for disabled supporters, helping to improve their matchday experience.

For **Home** matches, tasks may include:

- Co-ordination with other matchday Club staff e.g. the Supporters Liaison Officer, the Event Controller and Safety/Security Officer ahead of the match;
- Provision and dissemination of all relevant matchday information on the Club website, via newsletters and other media channels ahead of the match;
- Provision of relevant matchday information to the visiting Club as soon as possible ahead of the match;
- Meeting the visiting Club DAO before the match and presenting them to relevant Club staff;
- Being available and contactable, before, during and after the match for any disabled supporters' queries and feedback.

For **Away** matches, tasks may include:

- Contacting the home Club DAO ahead of the match to collect all relevant matchday information;
- Clarifying in good time the ticket-attribution policies for disabled supporters;
- Communication of all relevant matchday information on the Club website, via newsletters and other media channels as early as possible ahead of the match;
- Being available and contactable, before, during and after the match for any disabled supporters' queries and feedback;

- Organisation and execution of accessible trips to away matches and research on travel and accommodation for disabled supporters;
- Accompanying disabled supporters if there is an organised away trip by the Club;
- Meeting the home Club DAO and introducing them to relevant Club staff;
- Being present with disabled supporters throughout the match;

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Familiar with relevant best practice documents, including the UEFA Accessible Stadium and Matchday Guide, developed with the support of AccessibAll;
- Familiar with UEFA and AccessibAll's DAO handbook;
- An understanding of local disability legislation and how to provide an accessible stadium on matchdays and non-matchdays;
- Able to communicate with a wide range of key stakeholders, including senior management, local disability organisations and differently disabled people;
- Able to support and offer guidance to a number of internal departments;
- Self-motivated and passionate about improving access and inclusion for disabled people;
- Excellent briefing and report writing skills;
- Able to interact effectively with external partners;
- Able to learn new topics quickly;
- Flexible and willing to work evenings and weekends;

Desirable:

- Previous experience working in the field of accessibility and inclusion of disabled people;
- An understanding of the social model of disability;
- Familiar with local disability groups, organisations and NGOs;

Support of the DAO by the Club:

It is expected that the Club should:

- Offer an inclusive recruitment policy and accessible workplaces so that everybody (with the relevant skills) can apply for the position of a DAO;
- Announce the official appointment of a DAO and communicate their contact details through all of the Club's communication channels (website, newsletter, app etc.);

- Provide full support of the DAO through the provision of the necessary working materials (such as computer, mobile phone, work uniform, accessible access to all necessary areas of the Club premises, where relevant);
- Provide financial compensation and reimbursement of travel expenses;
- Involve the DAO in all accessibility related matters such as building measures, ticketing etc.;
- Work with the DAO to ensure an accessible website, newsletter etc.;
- Assist in the organisation and execution of accessible trips to Away matches.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 1.16 – Social and Environmental Sustainability Officer

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] is seeking to appoint a Full-time / Part-time / Voluntary Social & Environmental Sustainability (SES) Officer. The successful candidate will report to the CEO/Club Secretary and will work closely with all Club personnel to embed sustainability into the club's business model.

This job description outlines the role of the Social and Environmental Sustainability (SES) Officer, in alignment with the UEFA Club Licensing Regulations. It is intended to provide guidance for clubs in the recruitment and appointment of such an officer.

The SES Officer plays a pivotal role in shaping and driving the club's strategic vision for social and environmental sustainability. This position ensures that that necessary importance is placed on respecting human rights and the environment, grounded in the belief that sustainability is essential to the success of football at all levels across Europe.

By providing a clear strategic framework, the SES Officer enables the club to develop impactful guidelines, policies, and initiatives. The role also highlights that embedding sustainability into the club's core operations is a strategic investment in risk management and long-term organisational prosperity.

Background to the role

The Club Licensing regulation states:

PAD 1.16 – Social and Environmental Sustainability Officer

The licence applicant must have appointed a SES officer who is responsible for the implementation of SES policies and measures in accordance with the UEFA Football Sustainability Strategy 2030 and relevant UEFA guidelines.

The SES Officer is required to complete the FAI SES online compact course.

The goal of UEFA's Sustainability strategy 2030 is to unlock the game's potential to drive positive change for society and the environment. The sustainability agenda is embedded into the responsibility chapter of UEFA's strategy Together for the Future of Football and driven by UEFA 's Football Sustainability Strategy 2030, Strength through Unity.

Under the UEFA Club Licensing system, every club that participates in the UEFA Champions League, Europa League or Conference League must appoint a Social and Environmental Sustainability (SES) Officer to oversee the implementation of sustainability policies and measures.

The Football Association of Ireland has also included these requirements in Domestic Club Licensing regulations which are now mandatory ('A' Criteria) for League of Ireland Premier Division Clubs. The Club Licensing regulation states that clubs must appoint a Social & Environmental Sustainability Officer and develop and implement a Club SES Strategy.

As a minimum, each club's SES strategy must address five key policy areas, with each of these accompanied by a specific policy to ensure proper implementation. These are:

1. **Equality and Inclusion** – ensuring equal rights and opportunities for all people taking part in club's activities.
2. **Anti-racism** – tackling and preventing racism and guaranteeing that all club policies and programmes are implemented without discrimination of any kind.
3. **Child and Youth protection and welfare** – protecting, safeguarding and ensuring a safe environment for youth players.
4. **Football for All abilities** – making football activities accessible and enjoyable for everyone, regardless of disabilities
5. **Environmental protection** – improving the club's environmental footprint and sustainability in events, infrastructure and management.

With the above now reflected in FAI Club Licensing, the League of Ireland department is taking measures to assist all member clubs to embrace the Sustainability agenda.

Detailed job description

Reporting directly to the CEO/Club Secretary (*delete as appropriate*), the **Social & Environmental Sustainability (SES)** officer will be responsible for the implementation of the club's SES sustainability strategy, policies and measures.

Key responsibilities include:

- Act as a single SES point of contact for internal and external stakeholders.
- Coordinate and oversee the club's SES strategy, using UEFA's Football Sustainability Strategy 2030 and the FAI SES Strategy 2025 as a framework.
- Collaborate closely with all club departments to develop and promote SES guidelines, policies and activities.
- Guide decision-making processes to improve overall club performance and support strategic objectives.

- Contribute to the achievement of measurable long-term sustainability objectives and KPIs.
- Work as part of a multi-disciplinary team to coordinate the design, development and delivery of social/environmental focused programmes, services and events in the football club's local community.
- Liaise and cooperate with a broad range of community service providers including Local Authorities, Social Services, various Government Departments and other relevant statutory agencies and community partners in the design, development and delivery of social/environmental sustainability focused programmes.
- Liaise and cooperate with a variety of community groups and organisations to develop and maintain club in the community relationships and to identify target clientele for the club's SES programmes.
- Coordinate the delivery of a range of social services in the community including (but not limited to) football themed education/health programmes for schoolchildren, working with older adults and various groups of marginalised people and facilitate football activities for people with disabilities.
- Plan your own work schedule and set work targets in consultation with the Club Board.
- Approach the role with a strategic mindset with a view to the growth and sustainability of the club's SES remit.
- Keep up to date with local, regional and national developments in the Education, Health and Well-being, Equality/Diversity/Inclusion and Environment sectors, in relation to both policy and practice.
- Identify opportunities to create new income streams for Sustainability initiatives via fundraising events, philanthropy, corporate social responsibility, charitable foundations and EU and statutory funding avenues and apply for relevant grants related to the club's ongoing SES work.
- Liaise with the Club Board to explore and develop the commercial potential of the services delivered by the Club's SES activity.
- Engage with networks of interest with regard to SES including the League of Ireland SES Officer network group.
- Collate information and prepare reports for the Club Board and programme funders.

Key Skills Required:

- Minimum of two years' experience of leading / managing projects or programmes.

- Minimum of two years' experience of working in community development projects/social inclusion programmes with economically, socially, geographically and / or educationally disadvantaged people.
- Demonstrate strong stakeholder management skills with ability to build and maintain effective working relationships.
- Have an understanding of the third sector (not-for-profit sector) and how it is funded.
- Have a general understanding of how social enterprises operate.
- Knowledge and experience of fund-raising for not-for-profit organisations(s) would be an advantage.
- Knowledge of national and local statutory agencies which could directly affect the Club's SES work is essential, for example, Local Authorities, Education and Training Boards and various Government departments such as the Dept of the Health etc.
- Have a sound understanding of the promotion of social inclusion through sport.

Education

- Third level academic qualification in Sport, Social Science / Social Care, Youth / Community Studies or other relevant qualifications or experience in the area of social and environmental sustainability.

Other Abilities, Skills and Knowledge

- Strong Project Management skills.
- Proficiency in Microsoft Office tool.
- Proven ability to think and plan strategically with a focus on future challenges.
- A highly motivated professional, solution focused and accountable in all that you do.
- Energetic personality - resilient, results driven and flexible in both working hours and in approach to unfamiliar/changing situations.
- Excellent administrative and organisational skills, with the ability to prioritise and meet deadlines.
- Strong interpersonal skills are essential to the role with the ability to interact with sensitivity, efficiency and professionalism.
- Have good listening skills, be non-judgemental and possess an empathetic and understanding nature.
- Creative, innovative, proactive and pragmatic.
- Resourceful with excellent problem-solving skills.
- Strong and confident communicator (both written and verbal) including ability to draft summary information and correspondence.

- Proven self-initiative.
- Excellent presentation skills.
- Competence in IT systems.
- Resilient and results focused.
- Excellent report writing skills.
- Flexible and adaptable in approach.
- A keen interest in football is essential.
- A knowledge of the role of the local statutory and voluntary sectors in relation to sports development.
- Motivated and committed team player, capable of effective collaboration with key stakeholders.
- Demonstrates resilience, patience, and adaptability in dynamic environments.
- Trustworthy and professional, with strong moral principles and ethical standards.
- Shows a consistent and genuine commitment to ongoing training and development.
- Willing and available to travel nationally and, occasionally, internationally.
- A knowledge of the local and regional football landscape and the operation of League of Ireland Clubs would be an advantage.
- Full driving license.

Club SES officers are encouraged to actively engage in a thriving SES community, spanning national associations, leagues and clubs throughout Europe to share knowledge and best practice, and inspire further collaborative action throughout the football ecosystem.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

Section: 9. Personnel and Administration

9.2 Football Staff Criteria

PAD 2.01 – Head Coach of the First Team Squad

Location:

Start date:

Salary:

Reporting to: CEO

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Head Coach of the First Team Squad. The successful candidate will report to the CEO and will work closely with all Club personnel.

PAD 2.01 – Head Coach of the First Team Squad

Key Responsibilities

The licence applicant must have appointed a Head Coach of the first team squad being responsible for football matters of the first team squad.

The first team Head Coach in the **Men's Premier Division** must:

Alternative 1: hold a valid 'UEFA Pro-licence' and have completed all required Continuous Professional Development (CPD) from the date of completion of course or hold a Valid UEFA recognition of competence equivalent to the licence required. OR

Alternative 2: be currently within a UEFA Pro Licence Course group having successfully completed application process. The manager must be able to provide a date of completion for the application process.

If the manager is unsuccessful in completion of the course the club will be required to nominate a replacement within the period of 60 days as per Pad 4.02.

The first team Head Coach in the **Men's First Division** must:

Hold a valid 'UEFA A-licence' and have completed all required Continuous Professional Development (CPD) from the date of completion of course or hold a Valid UEFA recognition of competence equivalent to the licence required.

The first team Head Coach in the **Women's Premier Division** must:

Alternative 1: Hold a valid 'UEFA A licence' and have completed all required Continuous Professional Development (CPD) from the date of completion of course or

Alternative 2: Already have started the UEFA A licence course. The simple inscription to such an education course is not deemed to be in compliance with the criterion.

Alternative 3: Valid UEFA of competence equivalent to the licence required under alternative 1) above.

Required Knowledge, Skills, Experience, Competencies and Qualifications

The rights and duties of the goalkeeper coach must be detailed in a job description in line with the above qualifications.

These include, as a minimum:

- a) The selection, tactics and training of the first squad;
- b) Management of the players and other technical staff in the dressing room and the technical area before, during and after matches;
- c) Attending relevant media activities reserved for the first team manager.

The suitability of the first team Head Coach qualification must be approved by the FAI Club Licensing Department before appointment.

The appointment of the first team Head Coach of the first team squad must be confirmed by the appropriate body of the licence applicant.

Garda Vetting and Safeguarding training

The head coach of the first team must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.02 – Assistant Coach of the First Team Squad

Location:

Start date:

Salary:

Reporting to: CEO

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Assistant Coach of the First Team Squad. The successful candidate will report to the CEO and will work closely with all Club personnel.

PAD 2.02 – Assistant Coach of the First Team Squad

Key Responsibilities

The licence applicant must have appointed an assistant coach assisting the Head Coach in all football matters of the first team squad.

The assistant coach in the **Men's Premier Division** must:

Hold at least a valid "UEFA A-licence" or any valid foreign coaching diploma, which is equivalent to this one and acknowledged by UEFA. The assistant coach must hold a valid 'UEFA A Licence' and have completed all required Continuous Professional Development (CPD) from the date of completion of course.

The assistant coach in the **Men's First Division** must:

Alternative 1: hold a valid 'UEFA A licence' and have completed all required Continuous Professional Development (CPD) from the date of completion of course or hold a Valid UEFA recognition of competence equivalent to the licence required. OR

Alternative 2: be currently within a UEFA A Licence Course group having successfully completed application process. The manager must be able to provide a date of completion for the application process.

The assistant coach in the **Women's Premier Division** must:

Alternative 1: Hold a valid 'UEFA A licence' and have completed all required Continuous Professional Development (CPD) from the date of completion of course or

Alternative 2: Already have started the UEFA A licence course. The simple inscription to such an education course is not deemed to be in compliance with the criterion.

Alternative 3: Hold a valid 'UEFA B licence' and have completed all required Continuous Professional Development (CPD) from the date of completion of course.

Required Knowledge, Skills, Experience, Competencies and Qualifications

The rights and duties of the goalkeeper coach must be detailed in a job description in line with the above qualifications.

The appointment must have been done by the appropriate body of the licence applicant.

The assistant first team coach may temporarily take over the function of an Academy coach within the same licence applicant once they hold the required qualification or higher. (See PAD 2.05)

The suitability of the assistant first team coach qualification must be approved by the FAI Club Licensing Department before appointment.

Garda Vetting and Safeguarding training

The assistant coach of the first team must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.03 – Goalkeeper Coach

Location:

Start date:

Salary:

Reporting to: CEO

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Goalkeeper Coach. The successful candidate will report to the CEO and will work closely with all Club personnel.

PAD 2.03 – Goalkeeper Coach

Key Responsibilities

The licence applicant must have appointed a qualified goalkeeping coach assisting the Head Coach in all football matters of the first team squad.

The goalkeeper coach in the **Men's Premier Division:**

Alternative 1: The goalkeeper coach must hold a valid 'UEFA Goalkeeping A Licence' or a Valid UEFA recognition of competence equivalent to the licence required. Or;

Alternative 2: Already have started the 'UEFA Goalkeeping A Licence'. The simple inscription to such an education course is not deemed to be in compliance with the criterion.

The goalkeeper coach in the **Men's First Division:**

Alternative 1: The goalkeeper coach must hold a valid 'UEFA Goalkeeping B Licence' or a Valid UEFA recognition of competence equivalent to the licence required. Or;

Alternative 2: Already have started the 'UEFA Goalkeeping B Licence'. The simple inscription to such an education course is not deemed to be in compliance with the criterion.

The goalkeeper coach in the **Women's Premier Division:**

Alternative 1: The goalkeeper coach must hold a valid 'UEFA Goalkeeping B Licence' or a Valid UEFA recognition of competence equivalent to the licence required. Or;

Alternative 2: Already have started the 'UEFA Goalkeeping B Licence'. The simple inscription to such an education course is not deemed to be in compliance with the criterion.

Required Knowledge, Skills, Experience, Competencies and Qualifications

The rights and duties of the goalkeeper coach must be detailed in a job description in line with the above qualifications.

The appointment must have been done by the appropriate body of the licence applicant.

Garda Vetting and Safeguarding training

The goalkeeper coach must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.04 – Strength and Conditioning Coach

Location:

Start date:

Salary:

Reporting to: CEO/Academy Director

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Strength and Conditioning Coach. The successful candidate will report to the CEO/Academy Director and will work closely with all Club personnel.

Background to the Role

The Club Licensing regulation states:

PAD 2.04 – Strength and Conditioning Coach

The licence applicant must have appointed a qualified S&C Coach for the First Team.

Garda Vetting and Safeguarding training

The S&C Coach must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Key responsibilities include:

- **Program Design:** Develop periodised, sport-specific strength, power, and conditioning programs for off-season, pre-season, and in-season phases.
- **Testing & Monitoring:** Administer physical testing (e.g. jump tests, speed profiling), collect performance metrics, and track player readiness to prevent overtraining.
- **On-Field & Gym Coaching:** Lead daily gym sessions and on-pitch conditioning, including warm-ups, speed work, and recovery regeneration.
- **Injury Prevention & Rehab:** Collaborate with physiotherapists and medical staff to develop rehabilitation plans and safely reintegrate injured players.
- **Data Reporting:** Maintain accurate records of athlete progress and report daily readiness directly to the head coach and technical staff.

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- ***Education:*** Bachelor's or Master's degree in Sports Science, Kinesiology, or a related field.
- ***Certifications:*** Recognised credentials such as REPs Ireland, the NSCA Certified Strength and Conditioning Specialist (CSCS), or equivalent national governing body certificates.
- ***Skills:*** Strong proficiency in movement analysis, GPS/wearable tech data tracking, and understanding sport-specific energy systems

Desirable:

- Previous experience working within elite or academy football environments.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.05 – Performance Analyst

Location:

Start date:

Salary:

Reporting to: CEO/Academy Director

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Performance Analyst. The successful candidate will report to the CEO/Academy Director and will work closely with all Club personnel.

Background to the Role

The Club Licensing regulation states:

PAD 2.05 – Performance Analyst

The licence applicant must have appointed a qualified Performance Analyst for the First Team.

Garda Vetting and Safeguarding training

The Performance Analyst must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Key responsibilities include:

- **Match & Training Analysis:** Film, code (tag in real-time), and analyse matches and training sessions using software like Hudl SportsCode etc.
- **Opposition Scouting:** Break down opponents' tactical formations, in/out-of-possession shapes, set-piece routines, and individual player habits.
- **Post-Match De-briefs:** Produce tailored video clips and analytical reports to assist coaches in post-match reviews and player feedback sessions.
- **Player Development:** Track Key Performance Indicators (KPIs) and maintain statistical databases to benchmark academy or first-team players over time.
- **Equipment Maintenance:** Ensure all cameras, capture technology, and presentation setups are fully operational on match days and during training.

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- ***Technical Proficiency:*** Expertise in industry-standard tools like SportsCode, Coach Paint, and data platforms (e.g. Opta).
- ***Tactical Understanding:*** An advanced, high-level knowledge of football tactics, spatial dynamics, and modern coaching methodologies.
- ***Data Synthesis:*** The ability to simplify dense statistical data and present it visually to players and staff.
- ***Communication:*** Exceptional presentation skills to relay critical insights quickly (e.g. at half-time or during team meetings)

Desirable:

- ***Qualifications:*** Bachelor's or Master's degree in Sports Performance Analysis, Sports Science, or Football Coaching.
- ***Certifications:*** Coaching or analysis badges from football governing bodies such as the FAI, UEFA etc.
- ***Experience:*** Previous experience "coding" live matches and managing video databases within professional or academy environments.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.06 – Kit and Equipment Manager

Location:

Start date:

Salary:

Reporting to: CEO

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Kit and Equipment Manager. The successful candidate will report to the CEO and will work closely with all Club personnel.

Background to the Role

The Club Licensing regulation states:

PAD 2.06 – Kit and Equipment Manager

The licence applicant must have appointed a Kit and Equipment Manager for the First Team.

Garda Vetting and Safeguarding training

The Kit & Equipment Manager must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

Key responsibilities include:

- **Kit Preparation & Logistics:** Wash, dry, and organise all training and matchday gear. Set up the home and away dressing rooms before fixtures with clean kits, boots, towels and other equipment and supplies as required.
- **Inventory Management:** Track, record, and maintain stock levels of all apparel, balls, and training gear. Order new items and coordinate with brand sponsors and manufacturers.
- **Customisation & Printing:** Print player names, squad numbers, and sponsor logos onto jerseys and training wear in compliance with competition regulations.
- **Matchday Coordination:** Travel with the squad for all matches. Pack and transport all required kit, equipment, and supplies in the Club kit van.
- **Regulatory Compliance:** Liaise with the Club Secretary and Competition Officials to submit and approve the correct match kit color schemes and any other relevant kit requirements.
- training.

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- ***Licensing:*** A clean, valid driver's license (often required to drive club transport/kit vans).
- ***Organizational Skills:*** Meticulous attention to detail and strong administrative skills to track large amounts of kit.
- ***Flexibility:*** Must be willing to work unconventional hours, including evenings, weekends, and holidays to accommodate match schedules.

Desirable:

- ***Experience:*** Previous experience in inventory management or working within a professional or semi-professional sports environment.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.07 – Medical Doctor

Location:

Start date:

Salary:

Reporting to: CEO/COO

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Medical Doctor. The successful candidate will report to the CEO/COO and will work closely with all Club personnel.

Background to the Role

See **PAD 2.07 – Medical Doctor** for the full Club Licensing regulation notes.

Qualifications

- Registered with the Irish Medical Council (provided to club licensing annually).
- Appropriate Medical Indemnity for the provision of medical care to professional athletes (provided to club licensing annually).
- Garda Vetted (current).
- Safeguarding (current).
- Masters in Sports and Exercise Medicine (desirable).
- Fellow/Member of the Faculty of Sports and Exercise Medicine (desirable).

Roles and Responsibilities

- Prioritising the health and safety of all players.
- Reporting to Head Coach/Sporting Director/CEO etc., as agreed.
- Attendance at home games: present 1 hour before game (minimum).
- Ensuring all emergency care equipment is available pitch side.
- Ensuring all emergency care medications are available and are in date.
- Provide a written emergency care plan that is shared with the opposing team's medical staff 24 hours in advance of each game.
- Provide a written emergency care plan for the training facility.
- Ensure emergency care equipment is available at the training facility.
- Attending to injured players during games with club physiotherapist.
- Management of all concussions/suspected concussions.
- Final decision on ability to play on with suspected concussion is with the team doctor.
- Provide medical assistance and care to the opposing team players and staff if requested, before, during or after the match.
- Provide medical assistance to match officials if requested before, during and after the match.

- Provide medical assessment, diagnosis, referral (when indicated) and management of player injuries and illnesses.
- Communicate effectively with coaching staff regarding player availability while maintaining medical confidentiality.
- Lead clinical decision-making regarding return to play.
- Attendance at training sessions by agreement.
- Provide annual medical screening of all squad players.
- Annual audit of all injuries and illness occurring throughout the season (desirable).
- Provide/arrange cardiac screening every 3 years for all squad players as per club licensing medical toolkit.
- Carry out pre-signing medicals, including cardiac screening for all new players.
- Maintain accurate and confidential medical records in compliance with normal medical practice and in compliance with GDPR.
- Provide player medical/injury information to another club's medical staff, when a player is being transferred, if requested, and with the consent of the player.
- Adhere to Irish Medical Council ethical guidelines.
- Act in accordance with FAI competition rules and UEFA medical regulations.

Continuing Professional Development

- Must have comprehensive knowledge of the FAI Concussion Guidelines.
- Must have comprehensive knowledge of the annual WADA prohibited list.
- Must have comprehensive knowledge of the TUE application process for National and European competition.
- Compulsory attendance at the annual FAI anti-doping webinar in conjunction with Sport Ireland.
- Deliver annual anti-doping presentation to all playing and coaching staff.
- Compulsory attendance, every 2 years (minimum) at the FAI pitch side emergency care course (or similar course approved by the FAI Medical Director).

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.08 – Physiotherapist

Location:

Start date:

Salary:

Reporting to: CEO/COO

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Physiotherapist. The successful candidate will report to the CEO/COO and will work closely with all Club personnel.

Background to the Role

See **PAD 2.07 – Physiotherapist** for the full Club Licensing regulation notes.

Qualifications

- Be a member of the Irish Society of Chartered Physiotherapists and be CORU registered with experience of working in sport, **OR**
- Be an Athletic Therapist in good standing with Athletic Rehabilitation Therapy Ireland with experience of working in sport, **OR**
- Hold a relevant National Framework of Qualification at Level 8, with experience of working in sport. In this case the licence applicant must send a CV to the FAI Medical Director for consideration and review, **OR**
- An applicant who does not possess the appropriate professional qualification but who has extensive, relevant, working experience in football at a professional level and whose qualification and experience in football were approved by the FAI Medical Committee on or before June 30th 2021.
- Evidence of above to be provided to club licensing annually.
- Appropriate indemnity for the provision of physiotherapy care to professional athletes to be provided to club licensing annually.
- Garda Vetted (current).
- Safeguarding (current).
- Masters in Sports and Exercise Physiotherapy (desirable).
- Member of the Faculty of Sports and Exercise Medicine (desirable).

Roles and Responsibilities

- Prioritising the health and safety of all players.
- Reporting to team doctor, sporting director, CEO, etc., as agreed.
- Should attend all training sessions.
- Should attend all home (1.30 hours before game, minimum) and away games.
- Attend to all injured players during games with the team doctor.

- Provide assistance and care to the opposing team players and staff if requested, before, during or after the match.
- Provide assistance to match officials if requested before, during and after the match.
- Provide assessment, diagnosis, referral (when indicated) and management of player injuries.
- Communicate effectively with coaching staff regarding player availability while maintaining medical confidentiality.
- Assess, manage and plan rehabilitation of injured players to ensure a safe return to play with the team doctor, strength and conditioning and sports science staff.
- Annual audit of all injuries occurring throughout the season (desirable).
- Maintain accurate and confidential records in compliance with GDPR.
- Carry out pre-signing medicals with team doctor as required.
- Provide player injury information to another club's medical staff, when a player is being transferred, if requested, and with the consent of the player.
- Act in accordance with FAI competition rules and UEFA medical regulations.

Continuing Professional Development

- Have comprehensive knowledge of the FAI Concussion Guidelines.
- Compulsory attendance, every 2 years (minimum) at the FAI pitch side emergency care course (or similar course approved by the FAI Medical Director).
- Attendance at the annual FAI anti-doping webinar in conjunction with Sport Ireland (desirable).

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PAD 2.09 – Academy Director

Location:

Start date:

Salary:

Reporting to: CEO/COO

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Academy Director. The successful candidate will report to the CEO/COO and will work closely with all Club personnel.

Background to the Role

The Academy Director is responsible for the strategic leadership, management, and the overall advancement of the Club's girls and boys Academy. The role supports the creation of a high-performing development environment that prioritises culture, player development, strong governance, operational excellence, and business development to support the Academy's long-term sustainability.

See **PAD 2.09 – Academy Director** for the full Club Licensing regulation notes.

Key Responsibilities

Leadership & Strategy

- Establish and embed a professional culture of excellence across all areas of the Academy.
- Lead the formulation and execution of the Academy Strategy and Academy Performance Plan, ensuring full alignment with the Club's overall football philosophy and long-term objectives.
- Build and oversee a clear departmental structure within the Academy, defining roles, responsibilities, and accountability to drive performance and professional standards.
- Lead, inspire, and unify all Academy departments—coaching, recruitment, education, welfare, and performance, into a cohesive, high-performing team operating within an integrated player development framework.
- Work in close partnership with the Sporting Director, CEO, and Board to create structured progression routes from the Academy to the Club's women's & men's first teams (where applicable) and to advance the Club's broader sporting strategy.
- Represent the Academy at Technical Board meetings, providing clear, evidence-based insights and monthly progress reports to the Board.
- Ensure equality of access for male and female academy players, including the long-term strategic growth and development of the female academy where gaps exist.

Player Development

- Work in close partnership with the Sporting Director and/or the Head of Academy Coaching to oversee the design, implementation, and continuous refinement of a progressive player-centered development model that prioritizes the development of the individual within a team structure.
- Ensure the Academy's coaching curriculum, methodology, and talent pathway are continuously evolving to reflect best practice and emerging trends in player development including female specific elements.
- Embed an innovative approach to athletic development, integrating physical conditioning, performance science, and injury prevention in the development model ensuring female athlete health and performance differences are factored into consideration.
- Foster a culture of learning amongst players, encouraging the use of technology, performance analysis, and data to enhance development outcomes.
- Ensure alignment between age group programmes to create a seamless progression pathway from Academy to women's and men's first teams.
- Promote holistic development by supporting players' education, welfare, and personal growth alongside their athletic advancement.
- Ensure female specific player development needs and demands are catered for.

Operations

- Oversee the effective day-to-day operation of the Academy, ensuring all activities are delivered to the highest professional standards.
- Lead the Academy Management Team (AMT) to ensure clear planning, coordination, and execution across all departments.
- Implement and maintain robust operational systems, processes, and procedures to support efficiency, consistency, and accountability.
- Manage the Academy budget effectively, ensuring all expenditure is planned, controlled, and aligned with strategic and operational priorities with particular attention to gender equity in overall budget management.
- Oversee scheduling, logistics, and facility management to optimise the training and match environment.
- Monitor and evaluate operational performance, identifying areas for improvement and driving timely, effective solutions.
- Ensure resources, equipment, and infrastructure are managed efficiently to maximise value and support long-term sustainability.
- Maintain accurate operational and financial records, documentation, and reporting to support planning, audit, and compliance requirements.

Governance & Compliance

- Take the lead in all aspects of Academy governance, establish and maintain robust governance frameworks to ensure transparency, accountability, and adherence to all operational, legal, and funding obligations.
- Lead the preparation, coordination, and delivery of all LOI Academy Mark and any subsequent Academy Analysis Audits and/or Governance Audits, ensuring all documentation, evidence, and reporting meet the required standards.
- Ensure all Academy policies, procedures, and safeguarding measures are consistently applied, regularly reviewed, and aligned with best practice.
- Maintain accurate governance and operational records, submitting timely reports to the Board and relevant stakeholders to demonstrate compliance, accountability, and continuous improvement.

Business Development

- Lead the development and implementation of talent management and value creation strategies that enhance the Academy's contribution to the Club's long-term financial sustainability.
- Establish a structured approach to talent identification, player progression strategies and retention mechanisms to protect and maximise the Club's return on investment in Club Developed Players.
- Continually monitor and analyse market trends, player valuations, and transfer dynamics within the football financial ecosystem to inform strategic decision-making.
- Foster relationships with key industry stakeholders to strengthen pathways for player progression and optimise long-term value creation.
- Provide regular reports to the Board on player value trends, potential revenue opportunities, and the Academy's overall financial impact.
- Work closely with the Designated Safeguarding Officer, ensuring all safeguarding policies, practices and procedures are implemented and updated annually.
- Monitor the gender make up of all supporting staff, coaches and volunteers ensuring gender balance in roles where possible.

Stakeholder Engagement

- Build strong, professional relationships with players & parents, maintaining open dialogue on player progress, welfare, and development.
- Maintain effective engagement with external stakeholders, including the League of Ireland, FAI, and other partner organisations, to support compliance, collaboration, and shared objectives.

- Represent the Academy with professionalism and integrity across all internal and external forums, promoting the Club's vision and strengthening its reputation within the football community.
- Attend all mandated LOI Academy meetings, events, workshops and educational seminars.

Key Requirements

- Minimum UEFA A Licence (or equivalent).
- Deep and continually evolving knowledge of the academy football environment in Ireland and/or abroad.
- Strong understanding of rules, regulations, and governance across the football ecosystem.
- Excellent organisational, communication, and leadership skills.
- Proficient in Microsoft Office and general IT applications.
- Garda Vetting & Safeguarding Qualification.

Desirable

- UEFA Elite Youth A Licence
- Relevant third-level qualification in Sports Management, Coaching, or a related discipline.
- Proven success in developing players from academy to senior level.
- Experience in stakeholder engagement with governing bodies, leagues, and partner organisations.
- Familiarity with academy audit processes and performance measurement frameworks.
- Experience contributing to or leading strategic projects within a football or sporting context.
- Proven budget management and operational planning capability.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.10 – Head of Academy Coaching

Location:

Start date:

Salary:

Reporting to: CEO/COO

[*Insert Club Name*] are seeking to appoint a **Full-time / Part-time / Voluntary** Head of Academy Coaching. The successful candidate will report to the **CEO/COO** and will work closely with all Club personnel.

Background to the Role

The Head of Academy Coaching is responsible for leading the technical and coaching programme across all girls and boys Academy age groups. Working closely with the Academy Director, this role ensures a consistent, high-quality player development environment that reflects the Club's football philosophy and long-term objectives.

The role combines strategic coaching leadership with hands-on support, education, and mentoring of Academy coaches to ensure alignment, excellence, and innovation throughout the Academy's girls and boys player development pathways.

See ***PAD 2.10 – Head of Academy Coaching*** for the full Club Licensing regulation notes.

Key Responsibilities

Leadership & Strategy

- Provide strong leadership to the Academy coaching team, embedding a professional and player-centred coaching culture.
- Support the Academy Director in delivering the Academy Strategy and Academy Performance Plan, ensuring alignment between the coaching framework and the Club's football vision.
- Lead the design, implementation, and regular review of the Academy Coaching Curriculum to ensure consistency, progression, age-appropriate and gender appropriate development.
- Work collaboratively across Academy departments - recruitment, performance, education, and welfare - to deliver an integrated player development model.
- Contribute to the achievement of the LOI Academy Mark, ensuring coaching standards and documentation meet all required benchmarks.
- Represent the Academy at Technical Board meetings, providing clear, evidence-based insights and compiling a monthly progress report to the Academy Director.

Player Development

- Work in close partnership with the Sporting Director and/or the Academy Director to support the design, implementation, and continuous refinement of a progressive player-centred development model that prioritises the development of the individual within a team structure.
- Work closely with all Age Group Head Coaches to oversee the planning, delivery, and review of all coaching sessions to ensure the holistic development of every player.
- Implement and manage Individual Development Plans (IDPs) for all Academy players, ensuring measurable progress and ongoing structured communication with players and parents.
- Promote innovation in coaching practices, integrating performance analysis, data, and technology into player development including female specific elements.
- Oversee the mandated Athletic Development Testing process within the Academy, ensuring full compliance with all funding, reporting, and regulatory obligations. Specific consideration must be given to female athlete health, wellbeing, and performance-related differences throughout the testing process.
- Work closely with performance and athletic development staff to align technical and physical development programmes to ensure consistency, progression, age-appropriate and gender appropriate development.
- Monitor player progression by way of Individual Performance Clocks and provide regular feedback to the Academy Director on player performance and pathway readiness.
- Ensure female specific player development needs and demands are catered for.

Coach Development

- Lead the recruitment, development, and mentoring of all Academy coaches, ensuring a consistent standard of delivery across all girls and boys age groups.
- Implement a Coach Development Programme aligned with national standards and the Club's coaching philosophy.
- Conduct regular coaching observations, feedback sessions, and performance reviews to support continuous professional growth.
- Encourage innovation and reflective practice among coaches, promoting a learning culture focused on continuous improvement.
- Ensure all coaches maintain up-to-date qualifications, Garda vetting, safeguarding training, and continued professional development.
- Monitor the gender make up of all supporting staff, coaches and volunteers ensuring gender balance in roles where possible.

Operations & Compliance

- Ensure all coaching schedules, session plans, and match preparations are efficiently organised and delivered to the highest professional standards.
- Maintain accurate coaching records, session plans, and player data in line with Academy protocols and audit requirements.
- Support the Academy Director in all aspects of Academy governance related to coaching, establish and maintain robust governance frameworks to ensure transparency, accountability, and adherence to all operational and funding obligations.
- Ensure safeguarding and welfare are prioritised within all coaching environments and activities.

Business Development

- Lead the technical delivery of a “developing players by design” philosophy, ensuring all coaching and development practices are purposeful, measurable, and aligned with the Club’s long-term player profile model.
- Maintain a deep understanding of what defines the modern player, including the physical, tactical, technical, and psychological attributes required for success at professional and international levels including female specific elements.
- Align coaching and development processes to produce players capable of progressing to the first team and attracting external transfer interest, contributing directly to the Club’s player trading model.
- Collaborate with the Academy Director and Sporting Director to ensure the Academy’s talent development framework supports the Club’s broader financial sustainability and strategic objectives.
- Use performance data, benchmarking, and market insight to inform player development decisions and enhance the Academy’s ability to create and retain player value.

Stakeholder Engagement

- Build strong, professional relationships with players & parents, maintaining open dialogue on player progress, welfare, and development.
- Oversee a formal player feedback process throughout the season, ensuring regular, structured communication between players, coaches, and parents.
- Maintain effective engagement with external stakeholders, including the League of Ireland Department, FAI, and other partner organisations, to support compliance, collaboration, and shared objectives.
- Represent the Academy with professionalism and integrity across all internal and external forums, promoting the Club’s vision and strengthening its reputation within the football community.

- Attend all mandated LOI Academy meetings, events, workshops and educational seminars.

Miscellaneous

- Any other Academy related duty that may be assigned to you from time to time.

Key Requirements

- Minimum UEFA A Licence (or equivalent).
- Deep and continually evolving knowledge of the academy football environment in Ireland and/or abroad.
- Strong understanding of player development principles, coaching methodologies, and learning processes.
- Excellent communication, leadership, and organisational skills.
- Demonstrated ability to use performance analysis and data to inform coaching and player development.
- Proficient in Microsoft Office and general IT applications.
- Garda Vetting & Safeguarding Qualification.

Desirable

- UEFA Elite Youth A Licence
- Relevant third-level qualification in Sports Management, Coaching, or a related discipline.
- Proven experience in leading and developing coaches and proven success in developing players from the academy to senior level.
- Experience contributing to or managing coach education initiatives.
- Familiarity with academy audit processes and performance measurement frameworks.
- Experience contributing to or leading strategic projects within a football or sporting context.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.11 – Academy Head Coaches

Location:

Start date:

Salary:

Reporting to: CEO/Academy Director

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Academy Head Coach. The successful candidate will report to the CEO/Academy Director and will work closely with all Club personnel.

Background to the Role

The Academy Head Coach is responsible for leading the technical and coaching programme across all girls and boys Academy age groups. Working closely with the Academy Director, this role ensures a consistent, high-quality player development environment that reflects the Club's football philosophy and long-term objectives.

The role combines strategic coaching leadership with hands-on support, education, and mentoring of Academy coaches to ensure alignment, excellence, and innovation throughout the Academy's girls and boys player development pathways.

See **PAD 2.11 – Academy Head Coaches** for the full Club Licensing regulation notes.

Key Responsibilities

Leadership & Strategy

- Provide strong leadership to the Academy coaching team, embedding a professional and player-centred coaching culture.
- Support the Academy Director in delivering the Academy Strategy and Academy Performance Plan, ensuring alignment between the coaching framework and the Club's football vision.
- Lead the design, implementation, and regular review of the Academy Coaching Curriculum to ensure consistency, progression, age appropriate and gender appropriate development.
- Work collaboratively across Academy departments - recruitment, performance, education, and welfare - to deliver an integrated player development model.
- Contribute to the achievement of the LOI Academy Mark, ensuring coaching standards and documentation meet all required benchmarks.
- Represent the Academy at Technical Board meetings, providing clear, evidence-based insights and compiling a monthly progress report to the Academy Director.

Player Development

- Work in close partnership with the Sporting Director and/or the Academy Director to support the design, implementation, and continuous refinement of a progressive player-centred development model that prioritises the development of the individual within a team structure.
- Work closely with all Age Group Head Coaches to oversee the planning, delivery, and review of all coaching sessions to ensure the holistic development of every player.
- Implement and manage Individual Development Plans (IDPs) for all Academy players, ensuring measurable progress and ongoing structured communication with players and parents.
- Promote innovation in coaching practices, integrating performance analysis, data, and technology into player development including female specific elements.
- Oversee the mandated Athletic Development Testing process within the Academy, ensuring full compliance with all funding, reporting, and regulatory obligations. Specific consideration must be given to female athlete health, wellbeing, and performance-related differences throughout the testing process.
- Work closely with performance and athletic development staff to align technical and physical development programmes to ensure consistency, progression, age-appropriate and gender appropriate development.
- Monitor player progression by way of Individual Performance Clocks and provide regular feedback to the Academy Director on player performance and pathway readiness.
- Ensure female specific player development needs and demands are catered for.

Coach Development

- Lead the recruitment, development, and mentoring of all Academy coaches, ensuring a consistent standard of delivery across all girls and boys age groups.
- Implement a Coach Development Programme aligned with national standards and the Club's coaching philosophy.
- Conduct regular coaching observations, feedback sessions, and performance reviews to support continuous professional growth.
- Encourage innovation and reflective practice among coaches, promoting a learning culture focused on continuous improvement.
- Ensure all coaches maintain up-to-date qualifications, Garda vetting, safeguarding training, and continued professional development.
- Monitor the gender make up of all supporting staff, coaches and volunteers ensuring gender balance in roles where possible.

Operations & Compliance

- Ensure all coaching schedules, session plans, and match preparations are efficiently organised and delivered to the highest professional standards.
- Maintain accurate coaching records, session plans, and player data in line with Academy protocols and audit requirements.
- Support the Academy Director in all aspects of Academy governance related to coaching, establish and maintain robust governance frameworks to ensure transparency, accountability, and adherence to all operational and funding obligations.
- Ensure safeguarding and welfare are prioritised within all coaching environments and activities.

Business Development

- Lead the technical delivery of a “developing players by design” philosophy, ensuring all coaching and development practices are purposeful, measurable, and aligned with the Club’s long-term player profile model.
- Maintain a deep understanding of what defines the modern player, including the physical, tactical, technical, and psychological attributes required for success at professional and international levels including female specific elements.
- Align coaching and development processes to produce players capable of progressing to the first team and attracting external transfer interest, contributing directly to the Club’s player trading model.
- Collaborate with the Academy Director and Sporting Director to ensure the Academy’s talent development framework supports the Club’s broader financial sustainability and strategic objectives.
- Use performance data, benchmarking, and market insight to inform player development decisions and enhance the Academy’s ability to create and retain player value.

Stakeholder Engagement

- Build strong, professional relationships with players & parents, maintaining open dialogue on player progress, welfare, and development.
- Oversee a formal player feedback process throughout the season, ensuring regular, structured communication between players, coaches, and parents.
- Maintain effective engagement with external stakeholders, including the League of Ireland Department, FAI, and other partner organisations, to support compliance, collaboration, and shared objectives.
- Represent the Academy with professionalism and integrity across all internal and external forums, promoting the Club’s vision and strengthening its reputation within the football community.

- Attend all mandated LOI Academy meetings, events, workshops and educational seminars.

Miscellaneous

- Any other Academy related duty that may be assigned to you from time to time.

Key Requirements

- Relevant UEFA Coaching Licence as per PAD 2.11.
- Deep and continually evolving knowledge of the academy football environment in Ireland and/or abroad.
- Strong understanding of player development principles, coaching methodologies, and learning processes.
- Excellent communication, leadership, and organisational skills.
- Demonstrated ability to use performance analysis and data to inform coaching and player development.
- Proficient in Microsoft Office and general IT applications.
- Garda Vetting & Safeguarding Qualification

Desirable

- Relevant third-level qualification in Sports Management, Coaching, or a related discipline.
- Proven experience in leading and developing coaches and proven success in developing players from the academy to senior level.
- Experience contributing to or managing coach education initiatives.
- Familiarity with academy audit processes and performance measurement frameworks.
- Experience contributing to or leading strategic projects within a football or sporting context.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.12 – Academy Assistant Coaches

Location:

Start date:

Salary:

Reporting to: CEO/ Academy Director

[*Insert Club Name*] are seeking to appoint a **Full-time / Part-time / Voluntary** Academy Assistant Coach. The successful candidate will report to the **CEO/Academy Director** and will work closely with all Club personnel.

Background to the Role

The Academy Assistant Coach is responsible for implementing the technical and coaching programme across all girls and boys Academy age groups. Working closely with the Academy Head of Coaches and Academy Director, this role ensures a consistent, high-quality player development environment that reflects the Club's football philosophy and long-term objectives.

The role combines hands-on support, education, to ensure alignment, excellence, and innovation throughout the Academy's girls and boys player development pathways.

See ***PAD 2.12 – Academy Assistant Coaches*** for the full Club Licensing regulation notes.

Key Responsibilities

Leadership & Strategy

- Support the Academy Head of Coaches and Academy Director, in delivering the Academy Strategy and Academy Performance Plan, ensuring alignment between the coaching framework and the Club's football vision.
- Ensure consistency, progression, age-appropriate and gender appropriate development.
- Contribute to the achievement of the LOI Academy Mark, ensuring coaching standards and documentation meet all required benchmarks.

Player Development

- Work in close partnership with the Academy Head of Coaches and Academy Director, to support the design, implementation, and continuous refinement of a progressive player-centred development model that prioritises the development of the individual within a team structure.
- Implement and manage Individual Development Plans (IDPs) for all Academy players, ensuring measurable progress and ongoing structured communication with players and parents.

- Promote innovation in coaching practices, integrating performance analysis, data, and technology into player development including female specific elements.
- Work closely with performance and athletic development staff to align technical and physical development programmes to ensure consistency, progression, age-appropriate and gender appropriate development.
- Monitor player progression by way of Individual Performance Clocks and provide regular feedback to the Academy Director on player performance and pathway readiness.
- Ensure female specific player development needs and demands are catered for.

Coach Development

- Ensure a consistent standard of delivery across all girls and boys age groups.
- Implement a Coach Development Programme aligned with national standards and the Club's coaching philosophy.
- Conduct regular coaching observations, feedback sessions, and performance reviews to support continuous professional growth.
- Encourage innovation and promote a learning culture focused on continuous improvement.

Operations & Compliance

- Ensure all coaching schedules, session plans, and match preparations are efficiently organised and delivered to the highest professional standards.
- Maintain accurate coaching records, session plans, and player data in line with Academy protocols and audit requirements.
- Support the Academy Director in all aspects of Academy governance related to coaching, establish and maintain robust governance frameworks to ensure transparency, accountability, and adherence to all operational and funding obligations.
- Ensure safeguarding and welfare are prioritised within all coaching environments and activities.

Business Development

- Lead the technical delivery of a "developing players by design" philosophy, ensuring all coaching and development practices are purposeful, measurable, and aligned with the Club's long-term player profile model.
- Maintain a deep understanding of what defines the modern player, including the physical, tactical, technical, and psychological attributes required for success at professional and international levels including female specific elements.

- Align coaching and development processes to produce players capable of progressing to the first team and attracting external transfer interest, contributing directly to the Club's player trading model.
- Collaborate with the Academy Director and Sporting Director to ensure the Academy's talent development framework supports the Club's broader financial sustainability and strategic objectives.
- Use performance data, benchmarking, and market insight to inform player development decisions and enhance the Academy's ability to create and retain player value.

Stakeholder Engagement

- Build strong, professional relationships with players & parents, maintaining open dialogue on player progress, welfare, and development.
- Ensuring regular, structured communication between players, coaches, and parents.
- Represent the Academy with professionalism and integrity across all internal and external forums, promoting the Club's vision and strengthening its reputation within the football community.
- Attend all mandated LOI Academy meetings, events, workshops and educational seminars.

Key Requirements

- Minimum UEFA A Licence (or equivalent).
- Knowledge of the academy football environment in Ireland and/or abroad.
- Strong understanding of player development principles, coaching methodologies, and learning processes.
- Excellent communication, leadership, and organisational skills.
- Demonstrated ability to use performance analysis and data to inform coaching and player development.
- Garda Vetting & Safeguarding Qualification

Desirable

- UEFA Elite Youth A Licence
- Proven experience in leading and developing coaches and proven success in developing players from the academy to senior level.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.13 – Academy Goalkeeper Coach

Location:

Start date:

Salary:

Reporting to: CEO/Academy Director

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary) Academy Goalkeeper Coach. The successful candidate will report to the CEO/Academy Director and will work closely with all Club personnel.

PAD 2.13 – Academy Goalkeeper Coach

Key Responsibilities

The licence applicant must have appointed a qualified Academy goalkeeper coach assisting the Head Coach in all football matters of the first team squad.

The academy goalkeeper coach must hold one of the following coaching qualifications issued by a UEFA member association:

Alternative 1: The academy goalkeeper coach must hold a valid 'UEFA Goalkeeping B Licence' or a Valid UEFA recognition of competence equivalent to the licence required. Or;

Alternative 2: Already have started the 'UEFA Goalkeeping B Licence'. The simple inscription to such an education course is not deemed to be in compliance with the criterion.

The rights and duties of the goalkeeper coach must be detailed in a job description.

The appointment must have been made by the appropriate body of the licence applicant.

Garda Vetting and Safeguarding training

The goalkeeper coach must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 2.14 – Academy Doctor/Physiotherapist

Location:

Start date:

Salary:

Reporting to: CEO/Academy Director

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Academy Doctor/Physiotherapist. The successful candidate will report to the CEO/Academy Director and will work closely with all Club personnel.

Background to the Role

The Club Licensing regulation states:

PAD 2.14 – Academy Doctor/Physiotherapist

The licence applicant must have appointed at least one doctor or physiotherapist recognised as such by the appropriate national health authorities who is responsible for the medical care of the academy teams. The mandated academy medic must meet the qualifications as set out in either PAD 2.07 or PAD 2.08.

The mandated academy medic can be the same person mandated in the role of first team Doctor or Physiotherapist.

Garda Vetting and Safeguarding training

The Academy Medic must have completed Garda vetting through the FAI and Safeguarding 1 basic awareness training through the FAI or any other Irish National Sporting body or Sport Ireland. It is the responsibility of the Club to ensure that Garda vetting and Safeguarding remains valid during the entire period the mandated person is in post.

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

Section: 9. Personnel and Administration

9.3 Event Staff Criteria

PAD 3.01 – Match Manager

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary) Match Manager. The successful candidate will report to the CEO/Club Secretary and will work closely with all Club personnel.

Background to the Role

In line with Football Association of Ireland (FAI) Club Licensing regulations and League of Ireland protocols, Clubs are required to ensure that all fixtures are delivered in a safe, secure, and professionally organised manner. The Match Manager plays a central role in fulfilling these operational and regulatory requirements.

The Match Manager supports compliance with FAI Club Licensing criteria, FAI regulations, League of Ireland Protocols and any applicable match organisation guidelines, ensuring that all matches meet required standards in terms of safety, infrastructure, communication, and delivery.

About the Role

The Match Manager is responsible for the planning, coordination, and execution of all match-related operations.

The Match Manager acts as the Club's primary liaison with the League Department, FAI, opposition clubs, Match Delegate, Referee Observer and relevant stakeholders, ensuring full compliance with FAI Regulations and League of Ireland protocols.

Key Responsibilities

Weekly / Pre-Match Duties:

- Act as the designated Club contact for the League Department
- Be available throughout the week leading up to fixtures
- Ensure all match arrangements comply with FAI Regulations and League of Ireland protocols

- Provide timely updates to the League Department regarding any risks or concerns
- Monitor weather conditions and assess potential impact on pitch playability in line with League of Ireland protocols
- Arrange and coordinate pitch inspections where required
- Liaise with internal departments (grounds, safety, security, media, facilities) to ensure readiness
- Monitor external factors such as traffic disruptions, roadworks, or public events
- Notify the League and opposition Club promptly of any issues affecting match delivery or team travel

Broadcast & Stakeholder Coordination

For fixtures selected for broadcast or enhanced media coverage, the Match Manager will:

- Liaise with official broadcasters in accordance with FAI and League of Ireland media and commercial protocols
- Ensure compliance with broadcasting requirements, including camera positions, lighting levels, and technical infrastructure
- Coordinate access, parking and accreditation for media personnel
- Work with Club media, security, and operations teams to facilitate broadcast delivery and setup
- Ensure all commercial and sponsorship obligations are upheld on matchday

Matchday Responsibilities

The Match Manager is responsible for ensuring the stadium and all associated facilities meet regulatory and operational standards prior to kick-off including:

- Verification that the field of play complies with the IFAB Laws of the Game, FAI competition regulations
- Count Down to Kick-off
- Warm up pitch protection
- Inspection of pitch markings, goalposts, nets, and corner flags
- Ensuring floodlighting meets required standards where applicable
- Checking dressing rooms, showers, and sanitary facilities for teams and officials
- Ensuring referees' and match officials' facilities are prepared to required standards
- Confirming operation of PA systems, scoreboards, and communication systems
- Ensuring signage, branding, and technical areas are correctly set up

- Verifying turnstiles, access control, and ticketing arrangements
- Confirming medical provisions are in place (e.g. medical room, ambulance, defibrillators)
- Ensuring safety and security plans are implemented, including stewarding and emergency procedures
- Conducting final pre-match inspections
- Match Official Warm-Up area is laid out

During the Match

- Act as the central coordination point for all operational matters
- Liaise with the Match Referee, Match Delegate (where applicable), and League officials
- Ensure compliance with FAI Regulations and League of Ireland protocols
- Support implementation of safety and security procedures

Post-Match Duties

- Report any incidents or breaches to the Match Delegate
- Complete post-match reports
- Support safe exit of teams and spectators

Required Knowledge, Skills, Experience

Essential:

- Strong understanding of FAI Regulations and League of Ireland protocols
- Strong organisational and communication skills
- Ability to work under pressure
- Attention to detail
- Flexible availability

Desirable:

- Experience in football operations or event management
- Experience working with broadcasters

Support of the Match Manager by the Club:

- Provide necessary resources and access
- Support engagement with League and stakeholders
- Provide remuneration and expenses

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 3.02 – Event Controller

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Event Controller. The successful candidate will report to the CEO/Club Secretary and will work closely with An Garda Síochána, particularly safety, security, and match operations teams.

Background to the Role

The Event Controller is appointed by the Club to deliver and control matchday operations in compliance with national legislation, Football Association of Ireland (FAI) Regulations, and League of Ireland protocols.

Clubs are required to ensure that all fixtures are delivered in a safe, secure, and controlled environment. The Event Controller plays a central role in meeting these obligations by overseeing safety operations, coordinating resources, and ensuring adherence to all relevant legal and regulatory requirements.

The Event Controller operates from the stadium control room (if applicable) and is responsible for the command, coordination, and communication of all safety and security operations during events.

About the Role

Reporting directly to the CEO/Club Secretary, the Event Controller is engaged by the Club to lead the safe delivery of all matchday operations in accordance with national law, FAI Regulations, and League of Ireland protocols.

The Event Controller is responsible for implementing the stadium's safety management systems and ensuring that all matchday operations are delivered in a safe, compliant, and controlled manner.

The Event Controller has overall responsibility for real-time decision-making in relation to crowd safety, incident response, and emergency procedures, and acts as the central command authority during events.

Key Responsibilities

Pre-Match Duties

- Review and approve all event documentation including risk assessments, safety plans, and contingency procedures
- Develop and refine emergency contingency plans (including evacuation, partial closure, and emergency response scenarios)
- Ensure all safety personnel are briefed, deployed, and operationally ready
- Lead pre-event briefings for stewards, security, and control room staff
- Confirm readiness of the stadium control room, CCTV, and all communication systems
- Liaise with Match Manager, Safety Officer, stewards, security teams, contractors, and emergency services
- Ensure compliance with FAI Regulations and League of Ireland protocols

Matchday/Operational Control

- Operate from the stadium control room (if applicable) as the central command point
- Lead on-site operational control of the event
- Liaise with the An Garda Síochána
- Coordinate with stewards, security teams, emergency services, and control room staff
- Maintain continuous oversight of stadium operations via CCTV and communication systems
- Monitor crowd movement, density, and behaviour, identifying risks proactively
- Direct and deploy resources in response to live situations
- Ensure effective and clear communication with all safety personnel throughout the event
- Maintain structured command and control in line with safety protocols

Safety & Incident Management

- Take immediate control of any safety-related incidents
- Manage incident responses including crowd disturbances, medical emergencies, and infrastructure issues

- Implement emergency procedures where required (e.g. evacuation, phased evacuation, stand closure)
- Liaise with emergency services and provide real-time updates
- Ensure all actions align with approved safety and contingency plans

Compliance & Legal Responsibilities

- Ensure the venue complies with the Code of Practice for Safety at Sports Grounds
- Ensure adherence to the Guide to Safety at Sports Grounds (Green Guide)
- Ensure compliance with fire safety regulations and all relevant legislation
- Maintain all statutory documentation, including the stadium Safety Certificate
- Ensure event-specific documentation such as risk assessments is in place, reviewed, and updated
- Oversee the development and regular review of emergency plans and contingency procedures

Documentation & Reporting

- Maintain accurate and real-time logs of all incidents, decisions, and communications during the event
- Ensure all incidents are formally recorded and reported in line with League and regulatory requirements
- Complete detailed post-event reports and contribute to debrief processes

Post-Match Duties

- Oversee safe and controlled egress of spectators
- Ensure all incidents are logged and reported appropriately
- Lead or contribute to post-event debriefs
- Review performance of safety operations and identify areas for improvement

Working Relationships

The Event Controller will act as the main point of contact during events and work closely with:

- An Garda Síochána
- Match Manager
- Safety Officer
- Stewards and security personnel
- Emergency services (An Garda Síochána, ambulance, fire services)
- Contractors and stadium service providers
- Stadium operations and facilities teams
- League representatives where required

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Strong understanding of stadium safety management, crowd control, and event operations
- Knowledge of FAI Regulations and League of Ireland protocols
- Familiarity with the Green Guide and relevant safety legislation
- Proven command and control capability in live event environments
- Strong decision-making and emergency management skills
- Excellent communication and leadership abilities
- Ability to coordinate multiple teams under pressure
- High level of attention to detail
- Flexibility to work evenings and weekends

Desirable:

- Previous experience (3+ years) in crowd management, security management, or event operations
- Experience in a control room or Event Controller role
- Experience in football or large-scale sporting events
- Relevant safety or event management qualifications

Support of the Event Controller by the Club:

It is expected that the Club should:

- Provide full access to the stadium control room and all safety systems
- Ensure adequate staffing levels for stewarding and security
- Provide necessary communication equipment and resources
- Support ongoing training and professional development

- Ensure involvement in all safety planning and operational meetings

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 3.03 – Safety/Security Officer

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary) Safety/Security Officer. The successful candidate will report to the CEO/Club Secretary and will work closely with the Event Controller, An Garda Síochána, event emergency services and relevant matchday operational teams.

Background to Role

The Safety / Security Officer is appointed by the Club to deliver and oversee safety and security arrangements in compliance with national legislation, Football Association of Ireland (FAI) Club Licensing requirements, FAI Regulations and League of Ireland protocols.

The role aligns with recognised FIFA and UEFA safety and security principles including risk management, crowd control, safety planning, stakeholder engagement and supporter safety.

Reporting directly to the CEO/Club Secretary, the Safety / Security Officer is responsible for planning, coordinating and monitoring all safety and security arrangements for club fixtures and events.

Key Responsibilities

- Develop and maintain risk assessments, safety plans and emergency procedures
- Lead pre-match briefings and coordinate stewarding/security operations
- Liaise with An Garda Síochána and emergency services
- Monitor crowd movement and supporter behaviour
- Oversee segregation, access control and accreditation procedures
- Manage safety incidents and implement contingency plans
- Maintain operational reports and documentation
- Ensure compliance with FAI Club Licensing and League regulations

Required Knowledge, Skills, Experience, Competencies and Qualifications

- Strong understanding of stadium safety and crowd management

- Knowledge of FAI Regulations and League of Ireland protocols
- Excellent communication and leadership skills
- Strong decision-making ability under pressure
- Relevant experience in safety/security or event operations desirable
- Strong understanding of stadium safety and crowd management
- Knowledge of FAI Regulations and League of Ireland protocols
- Excellent communication and leadership skills
- Strong decision-making ability under pressure
- Relevant experience in safety/security or event operations desirable

Support of the Safety / Security Officer by the Club

- Provide adequate stewarding and security resources
- Provide training and professional development support
- Ensure involvement in operational planning meetings

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 3.04 – Fire Safety Stewards

Location:

Start date:

Salary:

Reporting to: Safety/Security Officer/Event Controller

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Fire Safety Steward. The successful candidate will report to the Safety/Security Officer/Event Controller and will work closely with the Safety/Security Officer, Event Controller, matchday staff and emergency services where required.

Background to the Role

The Fire Safety Steward is appointed by the Club to assist with the delivery of a safe environment for all spectators, players, staff and officials attending fixtures and events in compliance with relevant legislation, Football Association of Ireland (FAI) Regulations and League of Ireland protocols.

Clubs are required to ensure that all fixtures are delivered safely and that emergency procedures are capable of being implemented effectively. The Fire Safety Steward plays an important role in supporting these obligations through monitoring fire safety measures, assisting in emergency situations and ensuring that fire prevention arrangements remain effective.

About the Role

Reporting directly to the Safety/Security Officer/Event Controller, the Fire Safety Steward supports the implementation of the Club's safety management procedures and assists in maintaining compliance with all fire safety requirements on matchdays and during Club events.

The role involves assisting with monitoring potential hazards, measures in place for pyrotechnics, ensuring emergency routes remain clear (stadium gangways and stairways), supporting evacuation procedures and communicating any fire safety concerns to the appropriate personnel.

Key Responsibilities

Pre-Match Duties

- Carry out inspections of emergency exits, escape routes and designated evacuation areas
- Ensure all emergency routes remain free from obstruction
- Confirm firefighting equipment is visible and accessible

- Confirm anti pyrotechnic measures are in place
- Identify and report potential fire hazards or unsafe practices
- Assist with pre-event safety checks where required
- Attend pre-match operational briefings

Matchday / Operational Duties

- Monitor spectator areas, concourses and internal areas for fire safety risks
- Ensure emergency exits remain accessible throughout the event
- Support the Safety/Security Officer and Event Controller with operational requirements
- Assist with crowd movement where required
- Respond promptly to reports of incidents or hazards
- Maintain effective communication with relevant operational staff

Safety & Incident Management

- Report fire hazards immediately
- Support implementation of emergency procedures
- Assist in evacuation procedures if required
- Assist emergency services during incidents
- Provide information and support to spectators during emergency situations
- Follow Club emergency response procedures at all times

Compliance & Legal Responsibilities

- Assist the Club in complying with relevant safety legislation
- Support adherence with the Code of Practice for Safety at Sports Grounds
- Assist in maintaining safe operating practices in accordance with Club procedures
- Ensure operational activities are carried out safely and responsibly

Documentation & Reporting

- Report hazards, incidents and near misses to the Safety/Security Officer
- Complete incident reports where required
- Assist with post-event reviews where appropriate

Post-Match Duties

- Assist with safe spectator egress
- Monitor exits and public circulation areas
- Report any incidents or issues identified during the event
- Participate in post-event debriefs if required

Working Relationships

The Fire Safety Steward will work closely with:

- Safety/Security Officer
- Event Controller
- Match Manager
- Stewards and security personnel
- Emergency services
- Stadium operations staff
- League representatives where required

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Strong communication and interpersonal skills
- Ability to remain calm under pressure
- Good awareness of safety procedures
- Strong observation skills
- Reliable and professional approach
- Ability to work evenings and weekends
- Ability to work effectively as part of a team

Desirable:

- Previous stewarding experience
- Fire safety awareness training
- Experience working at sporting events
- Emergency response experience
- Relevant safety qualifications

Support of the Fire Safety Steward by the Club

It is expected that the Club should:

- Provide appropriate induction and training
- Provide necessary equipment and communication devices
- Include Fire Safety Stewards in operational planning and briefings
- Support ongoing training and development opportunities
- Ensure adequate staffing and operational support is available

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 3.05 – Match Stewards

Location:

Start date:

Salary:

Reporting to: Safety/Security Officer/Event Controller

[Insert Club Name] are seeking to appoint Full-time / Part-time / Voluntary Match Stewards. The successful candidate will report to the Safety/Security Officer/Event Controller and will work closely with the Safety/Security Officer, Event Controller, Match Manager, security personnel and emergency services where required.

Background to the Role

The Match Steward is appointed by the Club to assist in delivering a safe, secure and welcoming environment for all spectators, players, officials, staff and visitors attending fixtures and events in compliance with relevant legislation, Football Association of Ireland (FAI) Regulations and League of Ireland protocols.

Stewards play a vital role in ensuring that fixtures are delivered safely and efficiently through effective spectator management, monitoring crowd behaviour, maintaining access and egress routes and assisting with emergency procedures where necessary.

About the Role

The Match Steward supports the delivery of all matchday operations and assists in ensuring that spectators enjoy a safe and positive experience.

The Match Steward is responsible for maintaining safety and security within designated areas of responsibility while providing assistance and information to supporters and acting upon instructions from operational management personnel.

Key Responsibilities

Pre-Match Duties

- Attend pre-match operational briefings
- Familiarise themselves with allocated work areas and responsibilities
- Carry out safety checks on designated spectator areas
- Ensure access routes, gangways and emergency exits remain clear
- Assist with the preparation of spectator entry points
- Be familiar with emergency procedures and evacuation arrangements

- Ensure communication equipment is operational where applicable

Matchday / Operational Duties

- Monitor spectator behaviour and report any issues immediately
- Welcome and assist spectators entering and exiting the stadium
- Direct supporters to seating areas and facilities
- Maintain clear gangways, stairways and circulation routes
- Monitor crowd movement and density levels
- Assist in maintaining segregation arrangements where required
- Enforce stadium rules and regulations in a professional manner
- Support the Safety/Security Officer and Event Controller in operational duties
- Monitor for potential safety hazards or suspicious activity
- Provide information and assistance to spectators where required

Safety & Incident Management

- Report incidents or concerns immediately to supervisors
- Assist in managing crowd disturbances or operational incidents
- Support implementation of emergency procedures where necessary
- Assist emergency services when required
- Support evacuation procedures under instruction
- Remain calm and professional during incidents

Compliance & Legal Responsibilities

- Carry out duties in accordance with Club policies and procedures
- Support compliance with the Code of Practice for Safety at Sports Grounds
- Assist in ensuring adherence to League of Ireland protocols
- Maintain high standards of professionalism and conduct

Documentation & Reporting

- Record incidents and observations where required
- Complete incident reports as requested
- Report hazards and operational concerns promptly
- Assist in post-match reviews where appropriate

Post-Match Duties

- Assist with safe and controlled spectator egress
- Monitor exits and spectator circulation areas
- Remain in position until instructed otherwise
- Report incidents or observations from the fixture
- Participate in post-event debriefs where required

Working Relationships

The Match Steward will work closely with:

- Safety/Security Officer
- Event Controller
- Match Manager
- Stewards and security personnel
- Emergency services
- Stadium operations staff
- League representatives where required

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Strong communication and interpersonal skills
- Ability to remain calm under pressure
- Positive and professional attitude
- Strong observation skills
- Ability to work effectively as part of a team
- Reliable and punctual approach
- Flexibility to work evenings and weekends

Desirable:

- Previous stewarding experience
- Experience within football or sporting events
- Crowd management experience
- First aid qualification
- Relevant safety training

Support of the Match Steward by the Club

It is expected that the Club should:

- Provide appropriate induction and steward training
- Provide necessary communication equipment and PPE
- Include Match Stewards in operational briefings
- Provide clear operational procedures and guidance
- Support ongoing development and training opportunities
- Ensure adequate operational supervision

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 3.06 – Grounds Medical Officer

Location:

Start date:

Salary:

Reporting to: CEO/Club Secretary

[Insert Club Name] are seeking to appoint a Full-time / Part-time / Voluntary Grounds Medical Officer. The successful candidate will report to the CEO/Club Secretary and will work closely with the Safety/Security Officer, Match Manager, Club Doctors, medical teams and emergency services where required.

Background to the Role

The Grounds Medical Officer is appointed by the Club to support the safe delivery of fixtures and events by ensuring appropriate medical arrangements are in place for spectators attending matches and events. The role assists in ensuring compliance with relevant legislation, Football Association of Ireland (FAI) Regulations, League of Ireland requirements and recognised best practice within football and sports event medical provision.

The Grounds Medical Officer plays a critical role in supporting spectator welfare, emergency planning and medical incident response, ensuring that medical resources are appropriately coordinated and available throughout all Club fixtures and events.

About the Role

The Grounds Medical Officer is responsible for coordinating spectator medical provision and supporting the implementation of the Club's overall safety management arrangements.

The role involves oversight of spectator medical facilities, emergency procedures and medical response arrangements, while maintaining close liaison with operational staff and emergency services where required.

Key Responsibilities

Pre-Match Duties

- Attend pre-match operational meetings and briefings
- Review spectator medical plans and emergency procedures
- Confirm the attendance and readiness of medical personnel updating the Match Delegate on arrival times
- Ensure first aid rooms and medical facilities are prepared and operational

- Check availability and functionality of medical equipment (De-fibrillation pads, stretcher etc)
- Confirm emergency vehicle access and egress arrangements
- Liaise with emergency services where required
- Familiarise themselves with stadium layouts and emergency response procedures

Matchday / Operational Duties

- Oversee spectator medical provision throughout the event
- Monitor medical operations and response capability
- Coordinate medical teams where necessary
- Respond to medical incidents and support emergency response procedures
- Maintain communication with the Event Controller and Safety/Security Officer
- Liaise with emergency services and operational staff
- Ensure medical incidents are appropriately managed and recorded
- Support the welfare and safety of spectators where required

Safety & Incident Management

- Support implementation of emergency response plans
- Coordinate medical responses during incidents
- Assist emergency services where required
- Escalate significant incidents through the appropriate reporting structure
- Ensure effective communication during medical incidents
- Participate in emergency exercises where required

Compliance & Legal Responsibilities

- Assist the Club in complying with relevant legislation and medical provision requirements
- Support adherence to League of Ireland and FAI requirements
- Ensure all medical activities are carried out in accordance with Club policies and procedures
- Maintain confidentiality regarding medical incidents and information where applicable

Documentation & Reporting

- Record and report medical incidents where required
- Maintain records of treatment and interventions where appropriate
- Report operational concerns or deficiencies
- Assist with post-event reviews and recommendations

Post-Match Duties

- Ensure spectator medical operations remain in place until safe egress has concluded
- Participate in post-event debriefs
- Complete relevant reports and documentation
- Identify any recommendations or learning points arising from the event

Working Relationships

The Grounds Medical Officer will work closely with:

- Safety/Security Officer
- Event Controller
- Match Manager
- Club Doctor and medical personnel
- Ambulance providers
- Emergency services
- Stadium operations staff
- League representatives where required

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Appropriate medical qualification relevant to the role
- Strong communication and organisational skills
- Ability to remain calm under pressure
- Good decision-making skills
- Strong interpersonal skills
- Ability to work effectively as part of a team
- Flexibility to work evenings and weekends

Desirable:

- Experience within football or sporting events
- Previous event medical experience
- Knowledge of emergency planning procedures
- Experience in crowd medical provision
- Relevant safety or emergency management training

Support of the Grounds Medical Officer by the Club

It is expected that the Club should:

- Provide appropriate induction and operational support
- Provide access to required facilities and equipment
- Include the Grounds Medical Officer in operational planning and briefings
- Support continuing professional development where appropriate
- Ensure sufficient staffing and operational support is available

[Insert Club Name] are an equal opportunities employer and proactively seeks applications from disabled people.

Alternative formats of this document are available upon request.

PAD 3.07 – First Aid Persons

Location:

Start date:

Salary:

Reporting to: Grounds Medical Officer/Medical Coordinator

[*Insert Club Name*] are seeking to appoint Full-time / Part-time / Voluntary First Aid Persons. The successful candidate will report to the Grounds Medical Officer/Medical Coordinator and will work closely with the Safety/Security Officer, Event Controller, Grounds Medical Officer, medical teams and emergency services where required.

Background to the Role

The First Aid Person is appointed by the Club to support the safe delivery of fixtures and events through the provision of first aid assistance to spectators, staff, volunteers and other persons attending Club activities.

The role is important in ensuring that appropriate first aid support is available at all times and that any medical incidents are managed promptly and effectively in accordance with relevant legislation, Football Association of Ireland (FAI) Regulations, League of Ireland requirements and recognised best practice.

The First Aid Person plays a key role in supporting the Club's overall medical arrangements and ensuring an appropriate level of care is available on matchdays and during Club events.

About the Role

Reporting directly to the Grounds Medical Officer / Medical Coordinator (delete as appropriate), the First Aid Person is responsible for providing immediate first aid assistance and supporting medical operations throughout fixtures and events.

The role involves remaining on standby throughout matchdays and events to respond to incidents arising across the stadium and surrounding spectator areas. This includes providing immediate first aid assistance to spectators, staff, volunteers and visitors where required, supporting medical response arrangements and assisting with emergency procedures in conjunction with operational personnel.

Key Responsibilities

Pre-Match Duties

- Attend pre-match operational meetings and briefings
- Ensure designated first aid equipment and supplies are available and operational
- Familiarise themselves with the stadium layout and emergency procedures
- Confirm first aid rooms and treatment areas are prepared and operational
- Ensure communication equipment is available where required
- Liaise with the Grounds Medical Officer and operational personnel

Matchday / Operational Duties

- Remain on standby throughout the event and be available to respond immediately to incidents
- Patrol or remain positioned within designated areas as directed by the Grounds Medical Officer
- Respond promptly to incidents involving spectators, staff, volunteers or visitors
- Assess and manage incidents within the scope of training and qualifications
- Provide immediate first aid treatment where appropriate
- Escalate medical incidents requiring additional support or emergency service attendance
- Support the Grounds Medical Officer and wider medical team during incidents
- Maintain communication with operational staff and emergency personnel
- Assist spectators requiring medical attention or welfare support
- Support implementation of emergency procedures where necessary
- Safety & Incident Management
- Respond appropriately to medical emergencies
- Escalate serious incidents immediately through the appropriate channels
- Assist emergency services where required
- Support evacuation procedures if necessary
- Maintain a calm and professional approach during incidents
- Follow Club emergency procedures at all times

- Compliance & Legal Responsibilities
- Carry out duties in accordance with Club policies and procedures
- Support compliance with relevant legislation and safety requirements
- Maintain professional standards and confidentiality where applicable
- Ensure first aid provision is delivered safely and responsibly
- Documentation & Reporting
- Complete incident and treatment records where required
- Report operational concerns and deficiencies
- Record incidents requiring escalation
- Assist with post-event reporting and reviews where necessary
- Post-Match Duties
- Remain available until spectator egress has been completed where required
- Ensure equipment and medical supplies are accounted for and replenished
- Complete any required reports and documentation
- Participate in post-event debriefs where appropriate
- Highlight any recommendations or learning points arising from incidents

Working Relationships

The First Aid Person will work closely with:

- Safety/Security Officer
- Event Controller
- Grounds Medical Officer
- Club Doctor and medical personnel
- Stewards and security personnel
- Emergency services
- Stadium operations staff
- League representatives where required

Required Knowledge, Skills, Experience, Competencies and Qualifications

Essential:

- Valid and recognised First Aid qualification
- Strong communication and interpersonal skills
- Ability to remain calm under pressure

- Good decision-making and problem-solving skills
- Ability to work effectively within a team environment
- Reliable and professional approach
- Flexibility to work evenings and weekends

Desirable:

- Previous experience within football or sporting events
- Experience working at events with large attendances
- Additional medical qualifications or training
- Knowledge of emergency procedures
- Experience within spectator safety environments
- Support of the First Aid Person by the Club

It is expected that the Club should:

- Provide an appropriate induction and operational briefing
- Provide access to necessary medical equipment and facilities
- Include the First Aid Person within operational planning and briefings
- Support ongoing training and development opportunities
- Ensure sufficient operational support is available

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