



Commercial and Football Operations Executive **Off-Pitch Pathway Scheme**

Role Overview

This is cross-departmental role designed to provide comprehensive exposure to the day to day running of a football club. The individual will work across both commercial and football departments, supporting operational delivery whilst gaining strategic insight into how football organisations function holistically.

They will engage with multiple stakeholders including senior leadership, academy management and staff, commercial partners, media personnel and administrative teams. The breadth of exposure is central to the role's development value and strategic contribution.

Strategic Value of the Placement

1. Strengthening Operation Capacity

By contributing to commercial delivery, supporter engagement, academy operations, and internal coordination, the role will support the club's broader objectives of financial sustainability and operational excellence.

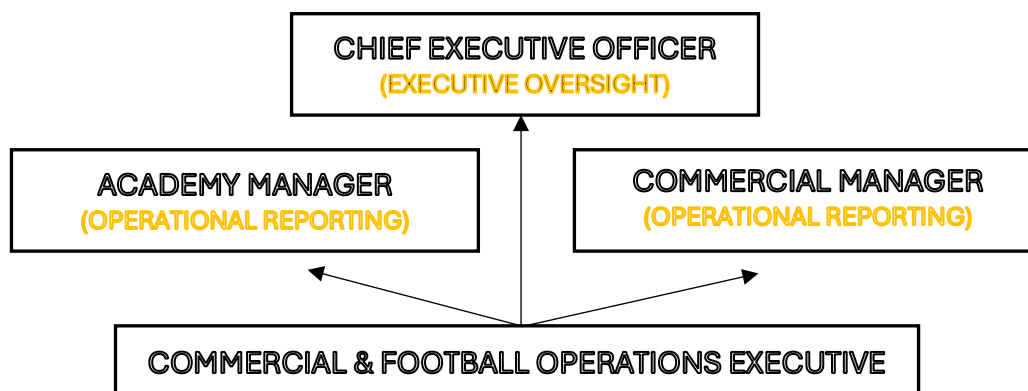
2. Developing Future Football Leaders

The placement provides a structured bridge between playing and professional employment, enabling the individual to apply their lived football experience within a business and operational context

3. Supporting Sustainable Club Growth

By contributing to commercial delivery, supporter engagement, academy operations, and internal coordination, the role will support the club's broader objectives of financial sustainability and operational excellence

Reporting Structure





Role Responsibilities and Departmental Exposure

Commercial

- Supporting the activation and delivery of commercial partnerships and agreements
- Assisting with Matchday hospitality coordination and stakeholder servicing
- Contributing to marketing campaigns and supporter engagement initiatives
- Supporting ticketing operations, community engagement and fan experience projects
- Assisting with internal communication and commercial reporting

Football Operations

- Supporting the Academy Manager with operational co-ordination and administration
- Assisting with player pathway documentation and organisational processes
- Contributing to the performance analysis delivery including coding, footage, reporting and feedback
- Supporting football department communication and scheduling coordination
- Assisting with governance, compliance, and operational standards within football operations.

Role Season Schedule

We believe that by providing the individual a consistent schedule throughout the season, we will enhance the individual's development journey and outcomes. We propose that two days of the week be dedicated to football operations and three days of the week be dedication to commercial. The initial period would allow for development of knowledge and understanding, with an extended period allowing for the implementation of the knowledge the individual has gained, thus giving them exposure to theoretical elements and practical application. Summary of schedule:

- **Monday** (Football Operations) – 9:00am to 5:00pm
- **Tuesday** (Football Operations) – 9:00am to 5:00pm
- **Wednesday** – OFF
- **Thursday** (Commercial) – 9:00am to 5:00pm
- **Friday** (Commercial) – 9:00am to 5:00pm
- **Saturday** (Commercial) – 9:00am to 5:00pm
- **Sunday** – OFF

Executive Summary

This cross-departmental role is a fantastic opportunity for an individual to learn about and develop “off-pitch” capabilities. It serves as a structured bridge from playing to professional football leadership, providing experiences and development opportunities across various facets within the football club. Additionally, our club and leadership staff possess excellent experience of mentoring and enabling people to progress into fantastic careers within football. The role will be an incredible experience and hopefully provide a platform for a great career.