



RECRUITMENT PACK FOR THE ROLE OF
WOMEN'S TEAM OPERATIONS LEAD

CONTRACT TYPE: PERMANENT
HOURS PER WEEK: 37.5 HOURS
CLOSING DATE: 20 JUNE 2026
LOCATION: TRAINING GROUND



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Ipswich Town Football Club Women's Team are seeking an operations lead to assist the Head of Women's Football. The successful candidates main role will be assisting in the day to day running of the Women's Team Football Operations ensuring full compliance with governing body regulations while delivering first-class operational support to staff and players.





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KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- Assist the Head of Women's Football in the coordination and delivery of all domestic and international travel and logistics for the Women's First Team.
- Work in conjunction with the Women's Multi-Disciplinary Team to establish efficient schedules for training weeks, travel and matchdays.
- Manage the daily operation of the First Team communications app (Teamwork's) and have accountability for ensuring that all schedules and itineraries are communicated to players and staff in a timely, clear and concise manner.
- Serve as the primary representative for the Women's Team in Club operational meetings and communicate all relevant updates to the Women's Team staff.
- Attend home & away fixtures and provide support to the Head of Women's Football as required.
- Assist the Women's Technical Director with the creation of player contracts, transfer papers, and player registrations
- Player disciplinary management, player alerts, and the creation and upkeep of extremely precise records



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KEY RESPONSIBILITIES:

- Assist where necessary with the onboarding of new players into the Club to ensure a seamless transition.
- Support the Head of Women's Football in strategic planning and budget tracking by driving internal management processes.
- Liaise with Stadium staff, Officials and opposition teams to ensure that all pre-match and matchday logistics are executed seamlessly
- Maintain accurate and up-to-date records on compliance, statistics, and internal reporting tools.
- Oversee kit procurement and distribution, working in collaboration with logistic staff at the training ground.





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SKILLS & EXPERIENCE:

ESSENTIAL:

- Proven experience in of Business Operational Management in Professional Sports
- Relevant qualifications in Sports Management, Business, or related fields.
- Full UK driving licence
- FA Safeguarding Certificate
- Clear enhanced DBS check

DESIRABLE:

- Proficient in WSL / FA governing body and stakeholder systems - IFAS / MOAS / Club Portal



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WHO ARE WE?

Just over 130 years ago there was an exhibition match at Portman Road, played by two women's teams who had travelled from London to play in front of 2,000 fans. It has been a long road to our current full-time professional status, but women's football is at an all-time high now, and is continuing to grow, and we aim to be a major part of that. During the First World War, there are records of an Orwell Works Ladies Team, representing a huge, waterfront factory that had been repurposed from making farming machinery to making weaponry.

As far as the current side is concerned, our roots go back to 1985, a completely amateur set-up, and so it remained until recently. But our players were talented and utterly committed. Linda Curl joined us in 1988, shortly after scoring twice for England v Italy in the final of the Mundialito, a forerunner of the World Cup. We have an unbroken FA Cup record back to 1989 and had competed in the Cup as early as 1986. In 1991 the inaugural Premier League was set up, and we were included, twice finishing sixth before being relegated in 1994. The players were unpaid, had to take time off work to train and play, and the time and cost involved in playing at a national level took its toll. But our FA Cup record remained impressive, quarter-finalists for four consecutive years, 1989/90 -1992/93, and semi-finalists in 1995/96.

We continued playing in regional football, gradually dropping down to the fourth tier in 2010. It became clear, though, by the mid-2010s, there was a pathway to match our ambitions, even as an amateur club.

Year-on-year, we improved our league position, and looked towards promotion, as the top league turned fully professional in 2018/19. The modern era of women's football in England effectively dates from this time. In 2020 we made headlines as the first fourth-tier side to play in the fifth round of the FA Cup.

After finishing top of the league in two Covid-abandoned seasons, the team were awarded promotion to the third tier in 2021. We competed well, always part of the promotion picture, and narrowly lost an FA Cup quarter-final to professional West Ham United in 2021/22. After several near-misses, we were promoted to Barclays Women's Super League 2 as Champions in 2024/25.

Stadium regulations meant that we had to leave our seaside home in Felixstowe, but we have quickly settled into our new home at Colchester United's ground, the JobServe Community Stadium. Our fanbase is already impressive, but still growing. We are attracting some of the highest crowds in WSL2 and the link between players and fans is as important now as ever before.

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IF THIS IS YOU:

If you are interested in applying for the role, please complete an [online application](#) form detailing why you are the ideal candidate for this position. Please note CVs will not be accepted for this role.

Closing date for applications: 20 JUNE 2026

Please note that due to the high volume of applications we receive; only those successfully shortlisted for the role will be personally contacted. Therefore, if you haven't heard from us within four weeks of the closing date, please assume you haven't been shortlisted on this occasion.

SAFEGUARDING STATEMENT

Ipswich Town Football Club is committed to safeguarding the welfare of children, young people and adults at risk and requires all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

EQUALITY STATEMENT

The successful candidate must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.



WELCOME TO SUFFOLK

There is a traditional theme running through Suffolk. It is a region of seaside entertainment, fish and chips on the beach and lazy days in the county.

Beautiful Constable countryside, fabulous coastline, remarkable wildlife and more. You can take a step back in time to explore Suffolk's fascinating history, and get right back up to date by visiting the modern, bustling town of Ipswich. There are also some great beaches in and around the area.

Ipswich has a unique, diverse identity with high quality restaurants, harbourside cafes, arts and shopping opportunities, making it the ideal place to live.

Wider job opportunities for your family are readily available in and around Ipswich in a number of different industries.

COMMUTING:

Ipswich is well connected both domestically and internationally.



Heading west on the A12, London is 86 miles away, while northbound on the A14 you can be in Cambridge within 60 minutes.



Frequent trains from Ipswich to London go directly into Liverpool Street and take just over 60 minutes



Ipswich Station,
Burrell Rd,
Ipswich
IP2 8AL