Women's Team Operations Manager- Glasgow

This role will support operational delivery across the Scottish Rugby Women's performance and pathway system, with a primary focus on the Glasgow Warriors Celtic Challenge team, central programmes and the Scotland international age grade progammes. The role will act as Team Manager for Glasgow Warriors Women and operational lead for one of the international age-grade programmes. Playing a key role in ensuring aligned, consistent, and high-quality operational delivery across the women's performance system.

About the role

Programme & Team Operations- Leads operational delivery of the Glasgow Warriors Celtic Challenge team and for one of the international age-grade programmes. While also supporting central and national academy programme delivery.

Team Management Support- Acts as Team Manager during Celtic Challenge campaigns, supporting the Head Coach and staff in coordinating all team operations to enable effective training and matchday delivery.

Training & Camp Coordination- Coordinates training sessions, camps, and match preparation, including scheduling, facilities, and equipment, ensuring smooth and well-prepared delivery environments.

Travel & Logistics Management- Manages all travel for players and staff, including transport, accommodation, and itineraries, ensuring efficient and cost-effective logistics.

Stakeholder Communication- Acts as the key operational contact across both programmes for players, staff, parents, partners, and governing bodies, ensuring clear and timely communication.

Administration & Compliance- Maintains accurate records using AMS and other systems, ensuring compliance with safeguarding, governance, and operational standards, and supporting reporting requirements.

Finance & Budget Oversight- Oversees operational budgets alongside Head Coaches for both programmes, ensuring accurate tracking, reporting, and adherence to financial processes.

Facilities, Equipment & Match Day Delivery- Manages venues and match facilities, oversees kit and equipment logistics, and provides on-site operational support during camps and matchdays.

Ad Hoc Project Support- Supports additional projects as directed by the Women's National Team Manager & Operational Lead, contributing to continuous operational improvement and alignment across the women's performance pathway.

Stakeholders

Variety of internal and external stakeholders to ensure collaborative working across all areas:

- Managing Director Glasgow Warriors
- Head of Women's Performance & Pathways
- Glasgow Warriors Women Head Coach
- Glasgow Club Colleagues
- Scotland Women Head Coach and management team
- National Talent Pathway Manager & U18 pathway colleagues
- High Performance colleagues & Head of Department
- Celtic Challenge, clubs and universities

*"Our ambition is that everyone in Scottish Rugby feels a sense of '**belonging**' by being clear on the **purpose** of their role, feeling **valued** as a member of the team, and **connected** to colleagues across all areas of the organisation"*

Key Skills

High Performance Sport

- **Communication**: you get your point across clearly and effectively. You make sure that everyone understands what the message is, and that they equally feel heard.
- **Planning and Organising:** You manage time, resources, and tasks effectively to achieve your goals. Objectives are clear, tasks are prioritised, and plans are structured to ensure efficient and timely completion. You anticipate challenges, adapt as needed, and keep everything on track to meet deadlines and deliver results.
- **Problem solving and critical thinking:** You have a curious mind! You can analyse complex information and different perspectives, and then develop unbiased and innovative solutions to challenges, which are grounded in sound judgement

Knowledge & Experience

- Minimum 2+ years' experience in elite sport operations, ideally within a performance or pathway environment, including team management experience.
- Proven ability to lead end-to-end logistics for training camps, competitions, and domestic/international travel. Including managing an operational budget.
- Highly organised with strong problem-solving skills, able to manage multiple priorities in fast-paced, high-performance environments
- Proven ability to collaborate across multiple stakeholders.
- Proficient IT skills, particularly Microsoft Office
- Athlete welfare & safeguarding leadership including satisfactory PVG check
- A full, valid driving licence is essential

Working Logistics

Location: Scotstoun Stadium, Glasgow

Working pattern: Full time; must be able to work flexible hours due to working in sport, including evening and weekend working.

Contract type: Fixed Term, 2-3 years

Reports to: Operational: Glasgow Warriors Women Head Coach **Functional**: Women's National Team Manager & Operational Lead