

PROFESSIONAL PROFILE

Senior Football Operations and Administration professional with experience across Category One Academies, EFL, National League, and Southern League football. Proven delivery of football administration, regulatory compliance, player registrations, contracts, transfers and loans, safeguarding, matchday operations, and facilities management across first team and academy environments. Former General Manager at Banbury United FC, appointed as the club’s first in its 94-year history, with accountability for operations, health and safety, SAG, budgets, and Board reporting. Most recently led First Team Operations and Administration at Harrogate Town AFC, ensuring full FA and EFL compliance. Recognised as Club Person of the Year 2022/23 at Solihull Moors FC. Advanced user of IFAS, FIFA TMS, MOAS, FA systems, and TicketCo.

CORE COMPETENCIES

- Football Operations
  - Football Administration
  - Regulatory Compliance
  - Player Registrations
- Contracts Management
  - Matchday Operations
  - Safeguarding Leadership
  - Player Welfare
- Stadium Operations
  - Facilities Management
  - Travel & Logistics
  - Budget Oversight

CAREER HIGHLIGHTS

- **Appointed first General Manager** in the 94-year history of Banbury United FC, establishing professional football operations, safety governance, SAG compliance, budget control, and Board reporting.
- **Owned end-to-end regulatory compliance** across FA, EFL, National League, EPPP, and FIFA frameworks, covering registrations, contracts, transfers, loans, eligibility, and governance submissions.
- **Delivered first-team operational compliance** at Harrogate Town AFC, ensuring FA/EFL standards across safeguarding, matchday documentation, discipline, and logistics.
- **Recognised as Club Person of the Year** 2022/23 at Solihull Moors FC for operational leadership, reliability, and contribution to club performance.
- **Planned and executed two Wembley finals in one week**, managing football administration, match arrangements, ticketing, and operational delivery under national scrutiny.
- **Led safeguarding delivery** as Designated Safeguarding Officer and Academy Safeguarding Lead, conducting audits, training, and welfare support in line with FA and EFL standards.

PROFESSIONAL EXPERIENCE

- HARROGATE TOWN FC – First Team Football Operations & Administration | June 2025 – December 2025**

  - Delivered FA and EFL compliance across first-team operations, safeguarding, and football administration during the 2025 season.
  - Appointed Designated Safeguarding Officer (First Team), maintaining safeguarding standards and documentation in line with EFL and FA requirements.
  - Supported end-to-end player administration, including registrations, contracts, loans, eligibility checks, and disciplinary records.
  - Maintained and updated core football systems including IFAS, MOAS, FIFA TMS, Player Portal, and FAS Matchday App to ensure accurate, timely submissions.
  - Prepared and coordinated first-team documentation covering team schedules, matchday paperwork, and compliance records.
  - Supported travel, accommodation, and matchday logistics, ensuring operational readiness and smooth delivery.
  - Compiled and submitted documentation for the club’s Barnardo’s audit, supporting compliance across all seven standards.
- BANBURY UNITED FC – General Manager | July 2024 – June 2025**

  - Appointed as the club’s first General Manager in its 94-year history, establishing professional standards across football operations, stadium management, safety, and governance.
  - Led day-to-day stadium and matchday operations, overseeing facilities, maintenance, and safety coordination to ensure compliant and reliable delivery.
  - Owned health & safety, risk assessments, and compliance documentation, supporting SAG requirements and regulatory readiness.
  - Directed operational delivery across HR, administration, and events, ensuring effective staffing, coordination, and matchday execution.
  - Managed contractor relationships and maintenance programmes, resolving issues to protect safety and operational continuity.
  - Implemented operational improvements that enhanced supporter experience and matchday flow.
  - Served as FA-approved DBS verifier, overseeing safeguarding checks for club officials and volunteers.

## PROFESSIONAL EXPERIENCE CONTINUED

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### **SOLIHULL MOORS FC – Club Secretary / Football Administration Officer | August 2022 – July 2024**

- Delivered full FA, National League, and FIFA compliance, owning player registrations, contracts, loans, eligibility checks, and governance submissions.
- Recognised as Club Person of the Year 2022/23, reflecting operational reliability, professionalism, and contribution to club performance.
- Coordinated football administration and operations for two Wembley finals in one week, delivering match arrangements, documentation, and logistics under national scrutiny.
- Managed core football systems including IFAS, MOAS, FIFA TMS, Player Portal, and Whole Game System, ensuring accurate and timely submissions.
- Led matchday administration and fixture preparation, including team sheets, pre-match meetings, Match Arrangement Forms, and regulatory documentation.
- Oversaw ticketing operations, managing season ticket setup, TicketCo administration, supporter queries, turnstile staffing, and matchday access control.
- Coordinated Owners' and Directors' Test submissions and liaised directly with the FA on governance matters.

### **WOLVERHAMPTON WANDERERS FC – Academy Operations Assistant Manager (P/T) | October 2018 – October 2020**

- Maintained operational continuity across academy programmes, managing schedules, training logistics, transport, and away travel.
- Acted as interim Head of Academy Operations during a senior staffing gap, ensuring uninterrupted delivery and compliance.
- Chaired weekly academy operations meetings, coordinating across coaching, education, medical, and support functions.
- Led academy safeguarding delivery, serving as Safeguarding Lead and delivering workshops for players and parents in line with FA standards.
- Managed academy administration systems including WGS, IFAS, MOAS, and FIFA TMS, ensuring accurate records and timely submissions.
- Coordinated accommodation, travel, and events to support academy fixtures and development programmes.

## EDUCATION

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**Level 7 Diploma in Operations Management** - Brentwood Open Learning College

**Certificate in Budget Planning** - ABC Awards

**Certificate in Business Administration** - ABC Awards

**GCSEs (8 subjects)** - Willenhall Comprehensive School

### **Football & Professional Education:**

- Head of Football Administration Programme – EFL
- Professional Football Management & Administration – UCFB
- FIFA TMS Certificate
- EFL Designated Safeguarding Officer (Level 3)
- FA Welfare Officer
- FA Safeguarding Children
- Certificate in Elite Player Care & Wellbeing
- Mental Health First Aider (Adults)
- FA Equality & Diversity
- Spectator Safety Level 2