

Job Description – 1st Team Player Liaison Manager

Title: 1st Team Player Liaison Manager

Reporting to: 1st Team Head Coach & Head of Recruitment

Location: Bangkok Glass Training Centre

Contract: Permanent, Full-Time

Salary: Competitive, to be discussed at interview

Oxford United Football Club are looking to recruit a 1st Team Player Liaison Manager to join their progressive football department. Reporting jointly to the 1st Team Head Coach & Head of Recruitment, the 1st Team Player Liaison Manager will make a highly valued contribution to the football department, managing the player care process and assisting with off the field areas such as accommodation/housing, banking, vehicle purchasing/rental, utility bills, schooling, ticket requests etc. Alongside this, the successful candidate will support and assist the Head Coach and senior staff with the football operational and logistical aspects of both home and away fixtures.

Main Duties

- Develop and maintain a high-quality player care programme for all 1st team players, acting as the ongoing primary point of contact for players, staff and families.
- Liaise with the Head of Recruitment to manage the onboarding and introduction process for all new signings, including travel and hotel arrangements, as well as being the designated club representative to meet and escort the player through the medical and signing process.
- Assist players with initial relocation requirements such as accommodation/housing, banking, utility bills, schooling, vehicle purchase or rental and general introduction to the local area.
- Develop a network of trusted service providers such as estate agents, car suppliers, education coordinators, food suppliers and travel companies.
- Maintain and develop the Club's welcome and induction pack.
- Develop and implement an emergency support procedure for players, staff and families.
- Liaise with the Media and Commercial Departments to coordinate and organise player public appearances.
- Manage player whereabouts in conjunction with the Medical Department.
- Manage player and staff ticket requests.
- Support the Medical and Athletic Performance departments to ensure player welfare standards and requirements are met as well as assisting on other player related matters.
- Support senior 1st Team staff in attending home and away fixtures with the team and coordinating the operational aspects for both home and away fixtures, including travel, hotel bookings and general planning for smooth travel.
- Provide administrative and logistical support to the Head Coach and other senior staff.
- Any other duties as and when required.

Personal Specification

Essential

- Previous experience in a similar capacity within professional sport.
- High levels of emotional intelligence and outstanding personal and communication skills to professionally manage relationships with various parties, both internally within the club and with external suppliers/organisations.
- Outstanding planning and organisational skills with high levels of attention to detail.
- Ability to work under pressure and to tight deadlines.
- Excellent IT skills.
- Up-to-date DBS check.
- Ability to work effectively as part of a team but also independently.
- Ability to adapt quickly and have a flexible attitude towards a fluctuating workload.
- Exceptional level of confidentiality and professionalism.
- Ability to work flexible and at times unsociable hours, including evenings and weekends with the ability to travel.
- Ability to adapt to a constantly changing work environment and industry.
- Dedicated to self-improvement and continuous professional development.
- Full & clean driving licence.

How to Apply

- Please apply by sending a cover letter and CV to recruitment@oufc.co.uk

Safeguarding & Welfare Statement

The Club is committed to the safeguarding and welfare of all children, young people, and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work always remain safe. This includes ensuring 'best practices' are always adopted, and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

Equality, Diversity & Inclusion Statement

The Club is committed to equality, diversity, and inclusion, and believes in equal opportunities for all. We expect that all staff, volunteers, and others associated with the Club share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation, or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at [equality-and-diversity-at-oufc.pdf](#).