

HONG KONG FOOTBALL TRAINING CENTRE LIMITED

香 港 足 球 訓 練 中 心 有 限 公 司

Operations Manager

The Jockey Club HKFA Football Training Centre (FTC) is wholly owned by The Football Association of Hong Kong, China Limited (HKFA). Funded by the Hong Kong Jockey Club Charities Trust with the allocation of land by the Government of the HKSAR, the training centre has 6 pitches (3 natural-grass and 3 artificial turf), futsal pitch, five-a-side court and other supporting facilities such as administration office, car park, classrooms, gymnasium, storage and changing rooms. It aims to meet the needs for different levels of training but particularly for the development of elite football players.

The FTC is fundamental to the delivery of the HKFA's five year strategic plan, namely "The Vision 2025 Strategic Plan" which the major goals identified vary from increased participation opportunities for all, viz. "Football for Everyone" to a long-term target of a Hong Kong men senior team going to the FIFA World Cup in 2034.

Our future success depends on the diverse talent and performance of dedicated employees. We now call for applications to fill this government subvented position which is financially supported by the Culture, Sports & Tourism Bureau Development Fund. Reporting to the General Secretary of HKFA, the appointee will be responsible for the safe, efficient and cost-effective management and promotion of the FTC. The appointee will be working in the FTC. The main duties are listed below:

Job Descriptions

- Establish and manage the implementation of standard and emergency operating procedures for use by staff and users.
- Ensure that the FTC operates in accordance with the requirements of the agreements and licenses agreed with the Government and the Hong Kong Jockey Club.
- Maintain a balanced programme of use.
- Manage all FTC staff to ensure that the facility is always of a high standard and meets the needs of the users.
- Establish preventive maintenance programmes and procedures for FTC and oversee the care and maintenance of all the facility's physical assets and resources.
- Consistently assure that the facility is operated in accordance with all applicable laws and regulations.
- Ensures that the FTC adheres to all Health and Safety requirements and associated procedures/checks are regularly carried out.
- Manage the development of operating and capital budgets according to the budget calendar; oversee the preparation of monthly and other financial statements of the FTC.
- Keep FTC self-finance with pitch and facility rental, fundraising and funding application.
- Establish and coordinate the marketing and membership relations to promote the club's services and facilities to potential and present users.
- Manage all contractors and suppliers to provide appropriate and 'best value' services.
- Ensures that all necessary licenses, relevant insurances and other approvals are valid and to maintain good records of the relevant information.
- Liaise with appropriate bodies in connection with new/additional facilities.
- Any other duty and responsibility commensurate with the position.

Qualifications and Experience

- Degree level or equivalent
- At least 3 years of experience of working in a sports facility or environment.
- Pitch-based sports experience and knowledge of pitch maintenance would be an advantage.
- Prior experience in facility management.
- Strong leadership and supervisory skills.
- Willingness to work long and unsocial hours (evenings and weekends).
- Financial acumen.
- Excellent communication skills.

The successful candidate will be offered a contract term employment. Starting salary will be commensurate with qualifications and experience.

Interested parties please send full resume with present & expected salary and available date by “[APPLY NOW](#)” on or before 30 December 2024.

Please ensure that you have explored the following official link which lists the relevant instructions before making an application:

<https://www.hkfa.com/en/about-us/organisation/career>

The information provided by the applicants will be treated in strict confidence and will only be used for the purpose of considering your employment application.