

VACANCY

Operations Manager
Watsonian Football Club Ltd
(Part-Time, Home-Based)



WATSONIAN
FOOTBALL
—CLUB—

A rare opportunity has opened for a new member of staff to join the management team of Watsonian Football Club Ltd, Edinburgh's leading rugby club with a proud 150-year history.

We're looking for an organised and proactive **Operations Manager** to keep our fixtures, events and club activities running smoothly across our Men's, Women's and Junior Teams.

This is a flexible, part-time role that can be carried out from home, and is ideal for an experienced administrator or event manager who thrives on coordination and community engagement. We're looking for someone who is a confident communicator, highly organised and able to manage multiple tasks independently while building positive relationships across the club community.

Key Roles

- Manage club membership recruitment, registration and payments
- Manage Volunteer Rota and payments for all Match Day Operations for Men's, Women's and Junior fixtures
- Work with Myreside Pavilion caterers to confirm club catering requirements
- Provide administrative support for Board meetings and AGM
- Manage club events such as Myreside Memories, Ladies Lunch and Family Day.
- Manage club kit requirements

The Candidate

- An efficient multitasker who can coordinate several logistical and administrative duties.
- An experienced self-starter who can plan and execute essential tasks without supervision
- A confident and presentable communicator who can build positive relationships with the club membership community
- An experienced administrator or event manager

Applicants should send a cover email and CV before the closing date of Monday 9 February 2026 to:

Donald Wynn, Vice President, Watsonians Football Club Ltd

donald.wynn@cprecruitment.co.uk