

PERSONAL ASSISTANT TO GENERAL SECRETARY AND MANAGING DIRECTOR

SUMMARY

- The European Club Association (ECA) is developing and growing its Team to ensure we constantly enhance and improve the delivery of value in all of our activities and services for our Member Clubs.
- As part of this growth we are bringing on board a new Personal Assistant to support our General Secretary and our Managing Director.
- The role will thrive in a fast-paced, entrepreneurial, international environment, at the heart of football. Reporting to both our General Secretary and our Managing Director, the ideal candidate must be exceptionally organized and reliable, and capable of balancing and executing on multiple priorities at once.
- The role will be based at the ECA's offices in Nyon, Switzerland.
- ECA is the sole, independent body directly representing football clubs at European level. We are a key stakeholder in the high profile and rapidly changing European football market.
- Throughout the last decade, ECA, the "voice of the clubs", has established itself as a serious and well-respected stakeholder on the European football landscape. Through its constructive and cooperative approach, the organisation has significantly influenced the development of European club football and its governance structure.
- ECA's key objective is to ensure that the clubs' interests on European club football matters are promoted and safeguarded at the highest level. The association's successful evolution is reflected in a number of significant achievements, most notably, in 2017, the inclusion of two club representatives as full members in UEFA's supreme decision-making body, the UEFA Executive Committee, from 2017.
- In addition, ECA continues to develop services for its Member Clubs (i.e. publications, studies, workshops) and acts as a knowledge platform to help professionalize and develop European club football at all levels.
- When ECA was founded in 2008, the association counted 137 Member Clubs. This number has grown to over 230, representing 54 different national associations for the start of the running 2017/18 season. ECA is chaired by Andrea Agnelli, Chairman of Juventus, since September 2017.
- As an administration we are a growing team, currently of 17 people. We are on a mission of organisational growth and development, targeting a performance-driven culture, delivering high impact outcomes for ourselves and our members.
- ECA is fully committed to providing a culture of equal opportunity and diversity in its workplace.

MISSION

- The successful candidate will play a key role in the next phase of the ECA's professional and organisational evolution.
- The Personal Assistant to General Secretary and Managing Director is a new position and is a central role which will support both senior executives in planning and delivering their respective agendas in a structured and consistent way.
- As part of this, the position will develop new tools and implement best practices that will make the professional and personal life of the GS and MD simpler and more efficient.

MAIN RESPONSIBILITIES

- Reporting into both the General Secretary and the Managing Director and working in collaboration with the rest of the ECA Team, the Personal Assistant will be responsible for:
 - Managing diaries and advising on best and most time efficient solutions in relation to complex travel schedules
 - Booking and arranging travel, transport and accommodation
 - Coordinating and arranging ad-hoc meetings / workshops with Club Members and main external stakeholders
 - Coordinating match tickets requests
 - Collating and filing expense reports
 - Implementing and maintaining procedures and tools that will increase the level of work efficiency
 - Updating contacts and database
 - Supporting ad hoc requests from other senior members of the team, under the guidance and supervision of the MD
 - Collaborating with the Event Team in coordinating major events such as the bi-annual General Assembly
 - Structuring and managing the Reception Desk, and in particular:
 - Acting as a first point of contact for external visitors and suppliers, dealing with correspondence and phone calls
 - Welcoming guests and visitors
 - Dispatching daily mail in- and out-bound

KEY SKILLS AND EXPERIENCE

- Proven track record of successfully supporting C-level Executives in a fast-pace international environment
- Substantial experience in managing highly confidential documentation
- Demonstrable success in managing multiple and complex travel arrangements
- Proven ability to prioritize a diversified workload
- Excellent knowledge and experience in organising and managing diaries
- Proven ability to be proactive and take initiatives
- Experience of working with C-level Executives in professional services, client-focused and ideally membership organisations
- Highly structured in thinking and a great communicator verbally and on paper
- Very discrete and trustworthy personality, who will often be part of confidential discussions
- Proven ability to work in collaborative environments and manage multiple stakeholders effectively
- An affinity with football and an understanding of the European Club football eco-system
- Excellent knowledge of Microsoft Office applications (Word, Excel, Outlook and PowerPoint)
- Language skills – Fluent in English. Additional European language skills would be advantageous.

PERSONAL CHARACTERISTICS

- A naturally service oriented personality
- Persuasive and inclusive in protecting the best interests of the GS and MD
- A creative person keen to seek out and articulate new ideas

- A collaborator that is team focused and works with respect for colleagues
- A global citizen that is comfortable operating within a truly international environment
- Organised and methodical
- Intellectually robust and curious
- Hard working and determined to overcome barriers to success
- Politically astute with the ability to navigate complex international stakeholders
- Low ego and diplomatic, with the ability to build working relationships with Member Clubs from all ECA membership categories
- Credible, competent, well-presented and emotionally secure
- Affable and personable, with the ability to build a close working relationship with the ECA Team and all its current and future Member Clubs

Deadline for application: **31ST May 2019.**

If you would like to apply for this role, please send us your CV and covering letter to jobs@ecaeurope.com