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FOOTBALL

EUROPEAN CLUB ASSOCIATION

# POSITION DESCRIPTION

# EXECUTIVE PROGRAMME MANAGER



## **EXECUTIVE PROGRAMME MANAGER**

### **MISSION**

You will be responsible for running critical strategic programmes and projects on a daily basis and you will be the point person for managing ECA's Executive Office, including handling the creation and flow of communications required to ensure ECA runs efficiently and professionally with regards to its key stakeholders. Your role will involve co-ordinating a high number of simultaneous activities across multiple, geographically diverse parties. You will be required to produce documentation and run processes of the very highest standard. You will very quickly become a central figure in the rhythm of ECA's interactions with its Executive Board and key stakeholders such as UEFA and FIFA.

You will be a well presented, exceptionally organised individual with first class written and verbal communication skills. You will be at your best when creating structured workflows and processes in an environment characterised by a high degree of concurrent information flows involving different institutions, systems and people. You will have in-depth experience and ideally a professional qualification in programme and project management. You will be a great listener and a subtle thinker, politically aware, comfortable with working directly with the most senior people in the football industry without arrogance or entitlement.

### **SUMMARY**

- ECA is developing and growing its team to ensure it constantly enhances and improves the delivery of value in its activities and services for its member clubs
- As part of its development and growth ECA is bringing on board an Executive Programme Manager, to support the management, coordination and delivery of ECA's strategic objectives for the current four-year cycle 2019-2023
- The role is crucial to plan and track all the transformation projects, secure deliverables and allocate resources, as required
- Within the scope of responsibility of the role, there will also be developing project management competencies and capabilities for ECA Staff and for member clubs
- The role is based at the ECA's offices in Nyon, Switzerland with frequent travel to member clubs across Europe and other business engagements as required

### **ABOUT ECA**

- ECA is the sole, independent body directly representing football clubs at European level
- ECA represents the interests of 246 professional football clubs from across Europe, clubs that regularly compete in UEFA Club Competitions
- As the representative voice of European club football on the international football landscape, ECA's core purpose is to place clubs at the Heart of Football
- ECA has embarked upon a strategic delivery programme at the start of 2020 to set and achieve key goals across a range of areas of vital importance to the association, shaping the

future of club football in Europe across sporting, governance, commercial, regulatory, organisational, developmental and societal aspects

- Since its foundation in 2008, ECA has grown from 137 member clubs to 246 today, representing 55 different national associations
- ECA is chaired by Andrea Agnelli, Chairman of Juventus, since his election in September 2017
- As an organisation, ECA has a growing team, currently around 20 people, and is on a mission of organisational growth and development, targeting a performance-driven culture, delivering high impact outcomes for the administration and its member clubs
- ECA is fully committed to providing a culture of equal opportunity and diversity in its workplace

## **MAIN RESPONSIBILITIES**

- The successful candidate will play a key role in the next phase of ECA's strategic and organisational evolution
- In close collaboration with the Senior Leadership Team of the ECA Administration, the Executive Programme Manager will:
  - Track, coordinate and deliver ECA key strategic projects, as defined by ECA's Executive Board
  - Be the main point of programme and project management, co-ordinating project activities, managing according to strict governance frameworks and reporting to the ECA Executive Board
  - Structure project charters, objectives, timelines, costs, deliverables and resources
  - Identify and manage risks, actions, issues and dependencies across workstreams
  - Organize project management meetings with all parties involved
  - Track business cases and plan for new projects
  - Lead and develop ECA's project management knowledge and insight capabilities
  - Be the main point of contact in ECA's Executive Office, managing communications and requirements between ECA and its key constituents and stakeholders, for example the ECA Executive Board, Committees, Task Forces, Working Groups, as well as the same kinds of bodies within ECA's key stakeholder partners such as UEFA and FIFA
  - Lead preparation of effective high-level political communications from ECA Chairman and Executive Office working with other internal stakeholders as necessary
  - Be a strong partner and trusted advisor for member clubs, providing valuable support, insight and services
  - Work closely with all ECA departments to bring fresh perspectives and new insight to the ECA team and contribute to its development

## SKILLS AND EXPERIENCE

- Proven track record in successfully managing strategic and operational delivery programmes, ideally coming from a background working in professional services or management consulting environments
- First-hand knowledge of working in an environment with senior executives, taking responsibility for managing key projects and relationships
- Minimum 5 years of experience in strategic and operational programme management
- Experience of working in client-focused and ideally membership organisations
- A natural affinity in working with senior business leaders with proactivity, empathy and without arrogance
- Experience in successfully managing long term key client and member accounts
- Highly structured in strategic and analytical thinking and a great communicator verbally and on paper, in quantitative and qualitative environments
- Analytical, comfortable in scoping, refining and communicating large projects
- A deep understanding of the changing global sports landscape (governance, sporting and business aspects) and demonstrable insight into the operational and commercial value drivers of media and sports rights
- A particular affinity with football and an understanding of the European Club football eco-system
- A collaborator who is team focused and works with respect for colleagues
- A global citizen who is comfortable operating within a truly international environment
- Organised and methodical with strong project management capabilities
- Hard working and determined to overcome barriers to success
- Low ego and diplomatic, with the ability to build working relationships with member clubs from across the entire base of ECA membership
- Credible, competent, well-presented and emotionally secure
- Language skill: fluent in English. Additional European language skills would be advantageous

You are invited to send your CV and covering letter to Greta Bodino, Senior Human Resources Consultant, at [jobs@ecaurope.com](mailto:jobs@ecaurope.com).



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