

Position Description: Women's Football Officer

Women's Football Officer

Reporting to: Head of Women's Football

About ECA

ECA is the sole independent body directly representing football clubs at European level, with a membership panel consisting of more than 240 professional football clubs from across the continent. 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 is developing its Administration to ensure it constantly enhances the delivery of value in its activities and services for its member clubs. It has an evolving team, currently around 20 people, and is on a mission of organisational growth, targeting a performance-driven culture and delivering high impact outcomes for the Administration and its member clubs.

Equity, diversity, and inclusion are core values at ECA, and we are committed to building and sustaining an inclusive and equitable working and learning environment for all staff and members.

Position Mission

In this full-time position, the Women's Football Officer will play a valuable supporting role in the implementation of ECA's Be a Changemaker strategy, and the evolution of ECA's work in the women's game.

You will have the ability to undertake thorough research and identify services to support and add value to ECA's growing network of leading women's clubs and assist the successful delivery of ECA's Women's Football Committee, specialist groups, task forces and events.

As part of a team at ECA dedicated to the sporting aspects of football, you will already have a keen interest in topics such as competitions, player development, high performance, international match calendar and professionalisation.

You will be a source of knowledge and inspiration on women's football matters for the Administration and clubs, plus share ECA's ambitious and enthusiastic approach to driving lasting positive change for women's club football in Europe. You will be aware of industry developments, not limited to the women's game, and have an initial base of key contacts.

This role is based at ECA's offices in Nyon, Switzerland. Some travel to ECA-hosted events or other business engagements may be required.

Core Responsibilities

Reporting to the Head of Women's Football and working in close collaboration with the rest of the ECA team, the Women's Football Officer's responsibilities will include:

- Support the Head of Women's Football in the implementation of ECA's Be a Changemaker strategy and contribute to a range of supporting projects and proposals.
- Conduct thorough research on a broad range of topics and provide recommendations based on key findings.
- Use initiative and creativity to identify additional areas for research to extend ECA's portfolio of women's football data.
- Coordinate and assist in the planning and execution of ECA's Women's Football Committee, task forces and key events in the organisation's calendar.
- Be a source of knowledge and inspiration on women's football matters for the Administration and conceptualise innovative ways to drive the development of women's club football.
- Build an active and thriving network of relevant consultants, partners, suppliers and academics with a special interest in the women's game.
- Launch a dedicated survey each season to ensure ECA's events and services are aligned with member club requirements.
- Identify opportunities to enhance ECA's position as industry thought leaders.
- Produce ECA's women's football newsletter to provide valuable updates for member clubs on major developments, discussion topics and forthcoming events.
- Undertake general administrative tasks including detailed minute taking, preparing content for proposals and presentations, and drafting department communication.
- Provide additional support to ECA's CEO and Director of Football where required.

Skills and Experience

- Knowledge of women's football, and women's club football in Europe in particular.
- Some experience working in a sports administration environment (e.g. club, league or federation), ideally in a position related to women's football, or playing at a high level.
- Strong organisational and time management skills with the ability to manage multiple projects simultaneously.
- Proven ability to work independently and with a project-based approach.
- A positive, proactive mindset and problem-solving skills.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- A team player who embraces collaboration and actively contributes to cross-departmental goals and projects.
- Excellent written and verbal communication skills.
- Proficient knowledge of Microsoft Office applications (Word, Excel, Outlook and PowerPoint).
- Fluent in English. Additional languages would be advantageous.

You are invited to send your CV and covering letter to Amandine Sauty, Senior Manager, Staff and Operations, at jobs@ecaurope.com