

# Position Description

## Event Officer

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Reporting to: Senior Manager Staff and Operations

Full-time position

### 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 sole 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 and growing its team to ensure it constantly enhances the delivery of value in its activities and services for its Member Clubs, to take account of the shifting priorities, needs and responsibilities of football clubs across Europe.

ECA has an evolving team, currently approaching 25 people, and together we are on a mission of organisational growth, targeting a performance-driven culture and delivering high impact outcomes for the Administration and 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

The successful candidate will play a valuable supporting role in the next phase of the ECA's professional and organisational evolution.

In this position, you will be in charge of the complete delivery of events from 10 to 300 attendees in virtual and physical modes. You will be responsible for identifying and recommending appropriate event formats and platforms to your colleagues based on your expertise and experience.

This is the ideal opportunity for a versatile personality to bring to life the events of all ECA departments by using, on the one hand, their significant former experience and, on the other, their interest in the development of events management in a changing world.

### Main Responsibilities

- Reporting into Senior Manager Staff and Operations and working in close collaboration with the rest of the ECA Team, the Event Officer will be responsible for:
  - Execution of ECA external and internal, physical and online events, on the full range of main activities such as management of online platforms for videoconferences, handling participants registration, organising accommodation, transportation, meeting room and food & beverages, ...
  - Coordinating the event management activities onsite and virtually
  - Negotiating contracts with suppliers for each event: hotels, transport, caterers, technical equipment, online platforms, etc.
  - Preparing rooming list and transportation list (for hotels and external suppliers)
  - Build and maintain a network of external providers to deliver best-in-class events
  - Advising ECA Staff on the most efficient and sustainable ways to travel and interact

- with ECA Member Clubs and stakeholders
- Continuous improvement of ECA virtual event platforms, by always balancing new trends and Association needs
- Supporting top level VIP liaisons at all the above-mentioned events
- Organising travel and accommodation for ECA Staff

## Skills and Experience

- Bachelor's degree in event management, hotel management or similar
- 5+ years' experience in event management at international level or by event agency or in the hotel industry
- Experience with Events branding
- Ability to prioritise a diversified workload and work under pressure during the preparation of the events as well as during the event
- An extremely organised, methodical and solution-oriented personality with excellent time and project management skills
- Demonstrated hands-on attitude, effectiveness in being proactive and taking initiatives
- A real team player who enjoys sharing and communicating with peers and across functions
- Proven ability to work in collaborative environments and manage multiple stakeholders effectively
- A customer service role model, who manages information confidentially and effectively, to ensure positive client and colleague outcomes
- Computer savvy (Microsoft Office applications Word, Excel, Outlook and PowerPoint) and knowledge of events registration tools (such as Filemaker)
- Willingness and ability to travel (meet all travel eligibility requirements for international travels, ability to apply for any necessary visas, proof of vaccinations, and testing requirements)
- An affinity with football and an understanding of the European Club football eco-system
- Fluent in English and French, another European language would be an asset

You are invited to send your CV and covering letter to Amandine Sauty, Senior Manager Staff and Operations, at [jobs@ecaurope.com](mailto:jobs@ecaurope.com).



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