

Position Description: Human Resources Manager (80% - 100%)

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Reporting to: Chief Operating Officer (CEO ad interim)

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 approaching 25 people with plans to grow around a further 30% in the coming year. We are on a mission of organisational growth, targeting a performance-driven culture and delivering high impact outcomes for our Administration and our 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.

This newly created position is a human resources role in a large sense, focusing on all the elements that need to be in place and aligned to grow, develop and incentivise a happy and high performing team. The HR Manager's role will be instrumental in providing both a strategic and operational hands-on approach on the full Human Resources cycle. He/she will ensure consistent implementation of best-in-class HR processes including recruitment, performance management, development, as well as retention of our talented people. The role will also cover the critical HR processes including payroll, social security and pensions management, including liaising with the relevant authorities and providers on all aspects of remuneration and benefits.

The role is based at ECA's offices in Nyon, Switzerland in accordance with ECA's working policies (including flexibility for hybrid working, i.e. a mix of in office and work from home).

CORE RESPONSIBILITIES:

Reporting to the COO (with the CEO currently performing this role ad interim) and working in close collaboration with Staff and Operations Department within ECA:

- Performing the full range of HR administrative tasks including, but not limited to:
 - Monthly payroll preparation and coordination with our external payroll provider
 - Social security, pension fund, withholding taxes, cross border management
 - Annual leave and absences monitoring
 - Accident declarations and follow up
 - Delivery of year end declarations

- Work permits administering and relocation support to support foreign colleagues
 - Establishment and follow up of HR budget
 - Management and continual improvement of HR processes
 - Ensure legal compliance of ECA policies and procedure related to HR
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- Rolling out and maintaining an efficient employee life-cycle management system, from talent acquisition (to define needs of ECA departments with Directors, write position descriptions, screen or collaborate with agencies and lead interviews, participate in selection of final candidate and negotiation of contracts) to termination, via on-boarding and full lifecycle talent management
 - Providing support to colleagues in various HR-related topics and act as trusted advisor about the employee experience by ECA including workplace strategy and implementation (office, home-working environments)
 - Supporting COO with driving the ECA performance management process as well as implementing/maintaining/improving career development activities
 - Collaborating with Senior Manager Staff and Operations in promoting company culture to increase staff engagement
 - Manage HR-related topics in compliance with related legislation and act as first point of contact about HR-related topics to services providers and authorities
 - Support various HR-related projects including potential office expansion, internationalisation and implementation.

SKILLS AND EXPERIENCE:

- Ideally bachelor's degree in Human Resources or Business Administration or commercial education with higher diploma in HR
- Proven minimum 5-7 years' experience working in Human Resources department with similar responsibilities and track record of success
- Excellent knowledge of Swiss labour law, social security system and insurances as well as cross border-regulations and withholding taxes system management
- Work experience of HR topics in an international environment
- Proven track record of successfully supporting C-level Executives
- Substantial experience in managing highly confidential documentation
- Strong organizational skills with the ability to handle numerous projects simultaneously while maintaining a high level of accuracy and to ensure attention to detail
- Team spirit and hands-on attitude
- Ideally an affinity with or genuine interest in football and an understanding of the European Club football eco-system
- Excellent written and verbal communication skills in both French and English
- Proficient knowledge of Microsoft Office applications (Word, Excel, Outlook, PowerPoint and Teams) and virtual meeting software (MS Teams, Zoom, Skype, etc.)

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