

# **Position Description: Women's Football Development Manager (m/f)**

## **WOMEN'S FOOTBALL DEVELOPMENT MANAGER (m/f)**

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 has an evolving team, with a headcount 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.

Together we are working to enhance the delivery of services and activities and adapting to the shifting priorities, needs and responsibilities of football clubs across Europe.

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 Development Manager will play a valuable 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 already have a good understanding of relevant topics such as competitions, player pathways and development, high performance, and the international match calendar.

You will be a reliable source of knowledge and inspiration on women's football matters for the Administration and member 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 already have an established network of contacts.

You will be a critical thinker and relish the opportunity to identify and develop mechanisms and initiatives for accelerating and enhancing the professionalisation in the women's club landscape.

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

As part of a rapidly developing Football Department, you will also have the core skills and values to manage a junior member of staff.

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 Development Manager responsibilities will include:

- Support the Head of Women's Football in the implementation of ECA's Be a Changemaker strategy and take responsibility for specific projects.
- Establish strong relationships with ECA member clubs and women's football stakeholders.
- Conduct thorough research on a broad range of topics and provide recommendations based on key findings.
- Continually gathering, developing and monitoring research on professional women's football in order to maintain an in depth understanding of the current landscape,
- Use initiative and creativity to identify additional areas for research to extend ECA's portfolio of women's football data.
- Lead in the planning of ECA's Women's Football Committee, task forces and key events in the organisation's calendar and present project updates.
- Be a reliable 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.
- Advance and manage an active and thriving network of relevant consultants, partners, suppliers and academics with a special interest in the women's game.
- Launch a 'state of play' club survey at the beginning of each season to ensure events and services are aligned with the game's evolving challenges.
- Proactively identify opportunities to enhance ECA's position as industry thought leaders.
- Undertake some 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:**

- Minimum 5 years' experience in the football industry, either in an administration environment (e.g club, league or federation), ideally in a position related to women's football, or playing at a high level.
- Sound knowledge of women's football, and women's club football in Europe in particular.
- Strong organisational and time management skills with the ability to lead multiple projects simultaneously.
- Ability to develop ideas for professionalisation initiatives and implement successfully
- Experience in managing and motivating small project teams and/or junior members of staff
- Proven ability to work independently and with a project-based approach.

- A positive and proactive mindset, with outstanding problem-solving skills and an enthusiastic 'hands-on' approach
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- A real team player with a strong work ethic and who enjoys working with peers and across functions.
- Excellent written and verbal communication skills.
- Willingness to travel, and sometimes at short notice.
- 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 [womensfootball@ecaeurope.com](mailto:womensfootball@ecaeurope.com)**