

Position Description: Head of Executive Office

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Reporting to: CEO

ABOUT ECA:

ECA is the sole independent body directly representing football clubs at European level, with a membership base of more than 240 professional football clubs from across the continent. As the representative voice of European club football on the international football landscape, working closely with football's governing bodies, competition organisers and other professional stakeholders, ECA's core purpose is to place clubs at the 'Heart of Football'.

ECA is continually strengthening its Administration to ensure it enhances the value of its activities and services for member clubs. We have a growing administration team of around 25 people, which as well as working hand in hand with all of ECA's Member Clubs, also supports our Executive Board, Working Groups, Panels, Task Forces, Committees and other bodies. At ECA we are on a mission of organisational development, targeting a performance-driven culture and delivering high impact outcomes for our colleagues and our members.

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 AND PROFILE:

As ECA continues to grow its scope and responsibilities in professional football, it now requires an experienced, multi-faceted and highly motivated professional to join the team to be responsible for running all aspects of ECA's Executive Office, reporting directly to the CEO.

ECA's Executive Office is the central hub which oversees and co-ordinates activity across ECA's various organs and bodies, including its Board, Working Groups, Administration and major member events such as the General Assembly. As the point person for managing this Executive Office, you will be responsible for managing important strategic and operational programmes and projects on a daily basis, including, for example, managing content for major meetings such as Board meetings and General Assemblies; co-ordinating ECA's involvement in key committees and working groups; monitoring, identifying and resolving risks and issues with programmes and projects across the company.

This role will involve co-ordinating a high number of simultaneous activities across multiple, often geographically diverse parties. You will handle the creation and flow of content required to ensure ECA runs efficiently and professionally in its interactions with key internal and external stakeholders, including being responsible for the production of, and the processes surrounding, business-critical content (such as agendas, briefings, presentations, minutes and audio-visual content). You will work hand in hand with the CEO and other senior management to be the central point of oversight across all Working Groups and Committees, ensuring that critical strategic goals are met and that links are identified between different activities and workstreams.

The successful candidate will be a strategic and highly detailed individual, likely having trained and worked in a top-tier professional services environment (e.g. strategic and management consultancy or law), with first rate technical and strategic and project management competencies. You will be passionate about attention to detail and you will be someone who continually looks for ways to innovate and improve core processes to drive modernisation and efficiencies.

As this is a role requiring excellent soft as well as hard skills, you will need to be politically astute and very low-ego, with high levels of emotional and intellectual intelligence. Your relationship management skills will be first rate, naturally seeking to build and foster networks in key stakeholder groups in order to facilitate the flow of information and speed of decision-making. You will be as comfortable working with complex people topics (often at very senior levels) as with managing large volumes of content and project delivery for key programmes and events. You will be proactive and spot issues before they arise. You will be capable of leading whilst also being a team player, highly collaborative and diplomatic, working cross-functionally and cross-departmentally with subtlety and the ability to build and maintain strong, trusted relationships. An ability to adapt your style and approach to suit audience characteristics will be a must. Evidence of high levels of performance in similar roles in your career to date will also be required.

This is a unique role, strategic in a broad sense whilst requiring in-depth content and project delivery at an operational level. It will suit someone who is a doer and a strategic thinker. It will afford the successful candidate a rare bird's eye view of all aspects of ECA and hence is an ideal opportunity for someone with the very highest levels of training, professional ability and motivation to make a real impact on European football.

CORE RESPONSIBILITIES:

Reporting to the CEO and working in close collaboration with ECA's Senior Leadership Team and its Chairman's Office, the Executive Office's Head will be responsible for:

- Being the main point of contact in ECA's Executive Office, managing communications and the delivery of requirements between ECA and its Chairman's office, plus its key constituents and stakeholders, for example the ECA Executive Board, Committees, Task Forces and Working Groups
- Co-ordinating centrally ECA's involvement and representation across all stakeholder committees and panels (e.g. UEFA and FIFA), liaising with other stakeholders and ECA members to prepare and follow up on meetings, ensuring that ECA's strategic objectives are met
- Supporting high-level political and administrative communications from ECA's Chairman, CEO and Executive Office, working with other internal stakeholders, such as Communications, as necessary
- Working closely with all ECA departments to bring fresh perspectives and new insight to the ECA team and actively contributing to its continuing professional development
- Tracking, co-ordinating and supporting the delivery of key strategic projects across the administration
- Being an internal champion of programme and project management, leading by example in co-ordinating project activities, managing and reporting according to tried and tested frameworks (like a mini-PMO)
- Structuring and owning project charters, objectives, timelines, costs, deliverables and resources
- Identifying and managing risks, actions, issues and dependencies across workstreams
- Organizing and running project management meetings
- Tracking business cases and plan for new projects
- Leading and developing ECA's project management knowledge and insight capabilities

SKILLS AND EXPERIENCE:

- Minimum 7 and ideally at least 10 years of experience in strategic and operational programme management in a senior executive environment, taking responsibility for managing key projects and relationships
- Proven track record in successfully delivering complex programmes and projects, ideally coming from a background working in professional services / management consulting environments
- Excellent verbal and written communicator – with a demonstrable ability to create effective communications of all varieties (from letters to briefings to speeches to presentations) and with first rate skills relating to various relevant software tools (such as MS and Adobe suites, etc.)
- Able to handle and synthesize large volumes of content, identifying priority topics and producing appropriate agendas, briefings, minutes etc.
- Highly structured in strategic and analytical thinking, with very strong quantitative and qualitative analytical skills
- Strong organizational skills with solid project management capabilities (ideally with professional project management qualifications such as PMP, APM, PRINCE2) and the ability to handle numerous projects simultaneously while maintaining a high level of accuracy and to ensure attention to detail
- A natural affinity in working with senior business leaders with proactivity, empathy and without arrogance or entitlement
- Experience of working environments equivalent or similar to member associations or sports federations, involving multiple international stakeholders
- Able to point to a track record demonstrating comfort and productivity with complex, often ambiguous stakeholder environments
- A strong understanding of the changing global sports and football landscapes (governance, sporting and business aspects) and demonstrable insight into the operational and political aspects
- A particular affinity with football and an understanding of the European Club football eco-system
- A global citizen who thrives in a truly international environment
- Low ego and diplomatic, with the ability to build working relationships with member clubs from across the entire base of ECA membership
- A collaborator who is team focused, working hard with hands-on attitude and determined to overcome barriers to success
- Credible, competent, well-presented and emotionally secure
- Language skill: fluent in English. Additional European language skills would be advantageous
- Expert 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@ecaeurope.com