

Position Description: Event Manager 100%

POSITION NAME

Reporting to: Senior Event Manager

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 now over 25 people, which as well as working hand in hand with all our members, also supports our Executive Board, Working Groups, Panels, Task Forces, Committees and other bodies. ECA is 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:

The Event Manager plays a key role in the next phase of the ECA's professional and organizational evolution to succeed. ECA is developing and growing its team to ensure we constantly enhance and improve the delivery of value in all our activities and services for our Member Clubs.

As part of this growth, we are bringing on board a new Event Manager to support our Event Department.

You will participate to the strategic planning and complete delivery of events from 10 to 400 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. You will implement best practices in relation to travel and event management.

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.

This role is based at ECA's offices in Nyon, Switzerland with frequent travel across Europe.

CORE RESPONSIBILITIES:

Reporting to the Senior Event Manager and working in close collaboration with the rest of the ECA Team, the Event Manager will be responsible for:

- Supporting the Senior Event Manager in planning and delivering ECA external and internal, physical and online events, on the full range of main activities such as accommodation, transportation, meeting room, AV, branding and F&B.
- Coordinating the event management activities onsite and virtually
- Assuming all project management tasks, including event planning and definition of milestones.
- Handle one event from A to Z (venue sourcing, registration, rooming list, transport list, AV/Branding/F&B requirements, finance reconciliation...).

- Agreeing on service levels and resource usage with internal competence centers, including a staffing deployment plan
- Negotiating contracts with suppliers for each event: hotels, transport, caterers, technical equipment, branding, furniture, etc.
- Production skills (AV, branding, signage,...) and understanding of graphic aspects.
- Supporting the build and maintain a network of external providers (incl. freelancers) to deliver best-in-class events.
- Interact with ECA Member Clubs and stakeholders.
- Supporting top level VIP liaisons at all the above-mentioned events.
- Organizing travel and accommodation for ECA Staff, as needed.
- Work in close collaboration with and support all ECA's department.
- Come up with suggestions to enhance the event's success.

EXPERIENCE

- At least 7 years' experience in events agencies at international level.
- Experience organizing **institutional** events in various countries.
- Experience handling all aspects of an event (venue sourcing, registration, accommodation, production, transportation, F&B...)

EDUCATION

- Bachelor's degree in event management, hotel management or similar.
- Excellent knowledge of Microsoft Office applications (Word, Excel, Outlook and PowerPoint).
- Fluent in English and French, another European language would be an asset.

SKILLS

- Ability to prioritize a diversified workload and work under pressure during the preparation of the events as well as during the event.
- An extremely organized, 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.
- Willingness to travel up to 20% a year.
- Diplomatic mindset, able to manage events in a political climate.
- Ability to reflect and consider ways to improve.
- An affinity with football and an understanding of the European Club football eco-system.

You are invited to send your CV and cover letter to Raoul Tondini, Head of People and Culture, at jobs@ecaurope.com