

Position Description: Communications & Editorial Manager 100%

COMMUNICATIONS & EDITORIAL MANAGER

Reporting to: Communications & Marketing Director

ABOUT ECA

ECA is the sole independent body directly representing football clubs at European level. With a current membership base moving towards 500 professional football clubs from across the continent, with plans to increase this membership base further over the coming years, ECA is the representative voice of European club football on the international football landscape.

Working closely with football's governing bodies (particularly UEFA and FIFA), competition organisers and other professional football 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. A rapidly growing administration team of over 35 people works closely with ECA's Members, Executive Board, Working Groups, Panels, Task Forces, Committees, and other internal and external 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. We are committed to building and maintaining an inclusive, equitable and sustainable working and learning environment for all staff and members.

POSITION MISSION AND PROFILE

A full-time position, the Communications & Editorial Manager will assist the department in the management of a state-of-the-art website, plus written content to effectively communicate ECA's vision, mission and key messages to the widest possible audience, including member clubs as key stakeholders, in a timely, consistent and relevant manner.

The ideal candidate for this newly created role will have a journalistic background with an excellent understanding of the current global footballing landscape and the stakeholders involved, in particular with regards to UEFA and FIFA matters, and be well versed in the use of digital technology to support ECA's ambitious communications strategy.

You will contribute to and coordinate the planning, writing, and delivery of written content across ECA's website and social media channels. In this role you will also provide essential communications support to the various projects, including research and publications produced by ECA, and delivered to its members.

This role provides a unique opportunity to lead the content communications innovation of ECA as the organisation grows in size and scope.

The Communications & Editorial Manager will be based at ECA's offices in Nyon, Switzerland with some travel across Europe required to attend ECA events and visit member clubs.

CORE RESPONSIBILITIES

Reporting to the Communications & Marketing Director, and working in close collaboration with the Communications & Marketing Department, you will be responsible for:

- Supporting the Director of Communications & Marketing in delivering ECA's Communications and Marketing strategy.

- Assisting the Communications & Marketing Department in producing written content across all ECA platforms.
- Developing and managing the ECA website www.ecaeurope.com and upkeep of all related content.
- Managing agency/ies supporting the hosting of the website.
- Channel management - Developing and maintaining all ECA social media channels (X, Instagram, LinkedIn, YouTube etc.) and posting of related content.
- Managing agency/ies supporting social media strategy and channels.
- Drafting of all written materials, including feature stories, news items, fact sheets, speeches and Q&A's and proofing publications, ensuring accuracy, consistency, coherence and adherence to ECA style.
- Upkeep of ECA documentation incl. Communications Guidelines, Brand Guidelines, Content Calendar etc.
- Monthly analytical reporting of website traffic and various reporting/administrative tasks.

EXPERIENCE

- Minimum 5 years of experience in the football industry, or sports administration (e.g. a club, league or federation), ideally in a position related to communications & PR, content creation, web manager, copywriting/editing.
- Extensive knowledge of the European football landscape and its key stakeholders.
- Experience working in an international environment advantageous.

EDUCATION

- Degree or equivalent in sports business administration, football club management or journalism from a renowned institution.
- Excellent knowledge of Microsoft Office applications (Word, Excel, Outlook and PowerPoint).
- Fluent in English, both oral and written. Additional European languages would be an asset.

SKILLS

- Excellent written and verbal communication skills.
- Proven ability to multi-task, prioritise and write to short deadlines.
- Organisational and time management skills with the ability to contribute to and coordinate multiple projects simultaneously.
- Demonstrated commitment to promoting diversity and fostering an inclusive work environment.

Please send your CV and a cover letter to Raoul Tondini, Head of People and Culture, at jobs@ecaeurope.com

Only candidates fulfilling the required skills and experience will be contacted.