

Position Description: People & Culture Manager (100%)

PEOPLE & CULTURE MANAGER

Reporting to: Head of People & Culture

ABOUT ECA

ECA is the sole independent body directly representing football clubs at European level. With a current membership base of more than 470 professional football clubs from across the continent, with plans to increase to 700 Members over the years ahead, ECA is the representative voice of European club football on the international football landscape.

Working closely with football's governing bodies, competition organizers 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 are a rapidly growing organization (our workforce has increased from 16 to over 40 during the past 18 months), with a performance-driven culture, delivering high impact outcomes for our colleagues and our members.

With further significant headcount increases planned over the next 12 to 18 months, including overseas staff and operations growth, additional expertise is required within our People and Culture team, hence we are seeking a highly motivated and experienced People and Culture Manager to join ECA to further support this growth across all aspects of Human Resources.

Equity, diversity, and inclusion are amongst ECA's core values, 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 report to ECA's Head of People & Culture and will play a crucial role in ECA's future development, ensuring that:

- Our HR processes are efficient and effective and continue to scale to meet the demands of the company.
- Our people are motivated, and well supported, to fulfill their potential and to make ECA the best place for football professionals to work.
- Our organizational culture is respected, valued, and contributed to by our staff as it scales in line with the company.
- Our recruitment both in Switzerland and international is first class.

The role is based at ECA's offices in Nyon, Switzerland. Some overseas travel is likely to be required.

CORE RESPONSIBILITIES:

The role's responsibilities will be wide-ranging and will include (but not be limited to) the following:

Ensuring efficient & effective HR operations

- Undertaking all administrative tasks in a timely manner.
- Maintaining accurate and accessible data records for each employee.
- Deploying digital solutions targeted at increasing efficiency and processing capabilities.
- Managing the onboarding process for all new employees.
- Working with ECA's service partners (including payroll, health, pension, and business insurance) & managing the administration process.
- Ensuring monthly payroll is processed in an accurate and timely manner.

Developing ECA's people and culture

- Regularly engaging with staff to monitor and shape organization culture.
- Identifying training & development needs and driving staff performance.
- Reviewing policies & procedures to ensure they reflect the landscape in which we operate.
- Assisting with the distribution, review, and publication of staff surveys.
- Taking a leading role in the organization of ECA staff events held outside of the office.
- Ensuring that job descriptions continually reflect the roles employees perform and are made available to all staff for transparency purposes.
- Ensuring that ECA's Performance Appraisal Program operates effectively.
- Ensuring that EDI (Equity, Diversity, and Inclusion) remain at the heart of ECA's people and culture strategy and operations going forwards.

Recruiting the best talent

- Managing the end-to-end recruitment process in accordance with ECA guidelines, including writing first class job descriptions, handling the application, screening, interviewing, and referencing processes, and preparing suitable employment offers / contracts.
- Preparing business cases to support recruitment requests.
- Maximizing the awareness of, and candidate interest levels in, ECA job opportunities, including first class employer communications and branding to attract the best talent.
- Attending job fairs and recruitment events.
- Developing strong and trusted relationships with key recruiters.
- Working closely with Contrôle des Habitants to obtain work permits for overseas hires.

EXPERIENCE

- A minimum of 5 years of experience working in a similar role.
- Experience of working within a Swiss-based, as well as an international, environment.
- Proven track record of managing high volume and simultaneous recruitments.
- Knowledge of best-in-class interview techniques and evaluation methods.
- Demonstrable ability and success in developing and managing innovative performance management programs, processes, and techniques.
- Experience of recruiting and performance managing international candidates.

EDUCATION

- Bachelor's degree in human resources (Brevet Fédéral RH), or Business Administration.
- Highly proficient knowledge of Microsoft Office applications (Word, Excel, Outlook, PowerPoint, and Teams) and virtual meeting software (MS Teams, Zoom, Skype, etc.).
- Fluent in English and French, both oral and written. Additional languages would be highly valuable.

SKILLS

- Demonstrable ability to interact with colleagues and candidates with diverse levels of experience and seniority.
- Proactive and approachable, a strong "people-person" who is always motivated to seek out and listen to people-related issues and to resolve these in a fair and personable manner.
- Strong interest in and experience of managing digital solutions, particularly in the implementation and usage of digital HR applications.
- Demonstrably high levels of organization and initiative, with the ability to remain calm whilst working under pressure.
- First class attention to detail.
- Flexible and resilient with ambiguity, able to adapt to changing requirements or deadlines.
- Excellent written and verbal communication skills.
- A trusted and discrete individual displaying high degrees of confidentiality.
- Positive, with a proactive mindset and a can-do attitude.
- Demonstrable commitment to valuing diversity, contributing to an inclusive working, and learning environment.
- Good collaborator with a strong work ethic and who enjoys collaborating with peers and across functions.
- Exceptional knowledge of Swiss labor law.
- Interest in football and an understanding of the European Club football eco-system is an advantage.

You are invited to send your CV and covering letter to Raoul Tondini, Head of People & Culture, at jobs@ecaurope.com. Only candidates fulfilling the required skills and experience will be contacted. References should be available upon request.