

**Position Description:**  
**Intern Sports Legal – 100 %**  
**(in-person or remote)**

## POSITION'S TITLE

Reporting to: Head of Sports Legal

## ABOUT ECA

ECA is the sole independent body directly representing football clubs at European and International levels. With a current membership base of more than 700 professional football clubs from across the continent, with plans to increase to more than 800 Members in the season ahead, ECA is the representative voice of European clubs 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.

ECA has a rapidly growing administration team of more than 40 people and is on a mission of organizational development, targeting a digitally led, performance-driven culture, and delivering high impact outcomes for our colleagues and our members.

Equity, diversity, and inclusion are amongst ECA's core values. 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 role is for a fixed term of one year (with the possibility to extend it depending on performance) and based at ECA's offices in Nyon, Switzerland or remotely.

The role is fully paid, with a rate to be offered based on level of experience and location. Ideally, you will fulfil the role on a full-time basis.

You will primarily play a supporting role in the successful implementation of the ECA Legal Services. You will therefore be a source of legal assistance to all our clubs and share ECA's ambitious and enthusiastic approach to becoming the natural first point of contact for our member clubs in need of legal assistance.

You will have some awareness of the industry's legal developments and be encouraged to have continuous contact with our members.

As part of the ECA sports legal team, you will already have a keen interest in topics such as the FIFA and UEFA Regulations (FIFA RSTP, Disciplinary, Agents, FFP, etc.), dispute resolution and the football transfer market.

## CORE RESPONSIBILITIES

Reporting to the Head of Sports Legal, you will be responsible for:

- Assist the ECA sports legal team with providing efficient, effective and sound legal advice to ECA member clubs in a variety of regulatory and contractual topics such as transfer matters, agent matters, employment matters, training rewards or player registration issues. In so doing, you will assist with legal research, the preparation of legal documentation (e.g., Memorandums, Legal Opinions, etc.) and related administrative tasks.

- Assist the ECA sports legal team with providing efficient, effective and sound legal advice to ECA member clubs involved in proceedings before dispute resolution and judicial bodies.
- Assist the ECA sports legal team in the development and evolution of the ECA legal services and other strategic legal projects (e.g., update of jurisprudential databases, ECA Legal Workshop, ECA Legal Journal, ECA Legal Briefing).
- Any other task required by the position.

## EXPERIENCE

- This is an entry position, so there is no experience required. However, any working experience in a related field will be considered an asset.

## EDUCATION

- Enrolled in the final year of a law degree program or a recent law graduate from a prestigious University and with an exceptional academic record (confirmation from University will be required).
- Completed postgraduate/Masters studies will be considered an asset (provided that the studies were undertaken at a prestigious University) but is not a requirement.
- Studies of Swiss law will be considered an asset but are not a requirement.
- Advanced computer software skills, including Word as well as presentation with PowerPoint.
- Native or fluent English AND French (minimum C1 in writing) is crucial. Additional languages, especially Spanish, German or Italian, are a strong asset.

## SKILLS

- Good knowledge of club football, in particular in Europe.
- Strong organisational and time management skills with the ability to manage multiple tasks simultaneously.
- Exceptional analytical and research skills.
- Exceptional written/drafting and verbal communication skills.
- A positive and proactive mindset.

**You are invited to send your CV and cover letter to Raoul Tondini, Head of People & Culture, at [jobs@ecaurope.com](mailto:jobs@ecaurope.com).**

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