

Position Description: Executive Office Specialist Full time

EXECUTIVE OFFICE SPECIALIST

Reporting to: Head of Executive Office

Location: HQ in Nyon, Switzerland but option to be based remotely (e.g. London, Paris, etc.)

ABOUT ECA

ECA is the sole independent body directly representing football clubs at European and International levels, formally recognised as such by our partners FIFA and UEFA. With a current membership base of nearly 750 professional football clubs from across the continent, increasing all the time, ECA is the true representative voice of European clubs 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 looking for the best talent to join our administration to ensure we enhance the value of our activities and services for Member Clubs. ECA has a rapidly growing team of over 50 people and is on a mission of organisational development, targeting a digitally-led, performance-driven culture, delivering high impact outcomes for our colleagues, our members and ultimately for club football as a whole.

Equity, diversity, and inclusion are part of 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

ECA's Executive Office is the central hub which, under the guidance of the CEO, oversees and coordinates activity across ECA's various organs and bodies, including its Board, Executive Committee (ExCo), Working Groups, Administration and major member events such as the General Assembly.

Following a strategic review conducted during 2024, the need for a new Executive Office Specialist role has been identified to support the Head of Executive Office in the delivery of strategic and operational programmes and projects on a daily basis, including managing content for major meetings such as ExCo, Board meetings and General Assemblies; coordinating ECA's representation in key stakeholder committees and working groups; monitoring ECA's project portfolio by identifying and resolving risks and issues with programmes and projects across the company.

This role will involve coordinating a high number of simultaneous activities across multiple, often geographically diverse parties. You will support in handling the creation and flow of content required to ensure ECA runs efficiently and professionally in its interactions with key stakeholders, including being involved 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 Head of Executive Office and other senior management to be part of the central team of oversight across all ECA's internal 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 to have trained and worked in a top-tier professional services environment (e.g. strategic / management consultancy or law), with first rate technical and strategic and programme / project management competencies and ideally a good level of understanding of the European football club landscape.

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.

CORE RESPONSIBILITIES:

The responsibilities will include, but not be limited to:

- Assisting with the content preparation for the key CEO events (General Assembly, Board & ExCo meetings, ECA Working Groups, etc.): agendas, memos, binders, talking points, presentations, minutes, etc.
- Initiation and tracking of the delivery of the operational activities relating to key CEO events and projects e.g., General Assembly, Board and Executive Committee meetings, etc.
- Providing ad hoc support on key strategic projects (e.g. ECA Foundation, calendar, competition, regulatory, financial and governance projects, new working groups, etc.).
- Building effective reporting processes and KPIs for the Chairman's Office, ensuring the right information is available in a timely manner enabling faster decision making via better prioritisation.
- Integrate effectively with the Chairman's Office team based in Paris / London (e.g. by regular visits and communications), proactively identifying and addressing hurdles or discrepancies between the Chairman's Office's and ECA's priorities and programmes of work.
- Being an internal champion of programme and project management, leading by example in improving the project management framework, ensuring project data are kept up to date across the organisation, preparing internal reporting reports and dashboards.
- Facilitate programme management by collaborating with each department to review and challenge project requests, project plans, project closure forms, etc.
- Maintain and update PMO framework, process, tools and policies ensuring it remains fit for purpose.
- Managing and updating the ever-growing ECA calendar, to improve planning and ensure delivery is in a consistent, efficient, and coordinated manner.

EXPERIENCE

- Minimum of 5 to 7 years of experience in strategic and operational programme management.
- Proven track record in successfully delivering complex programmes and projects, ideally coming from a background working in management consulting / professional services environments.
- Ideally, experience of working within the sports industry
- First rate educational record.

SKILLS & ATTRIBUTES

- 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.
- Language skills: fluent in English (ideally native speaker), additional European language skills would be advantageous.
- Low ego and diplomatic, with the ability to build successful and productive working relationships with colleagues and stakeholder at junior and senior levels.
- 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 organisational skills with solid programme and project management capabilities and the ability to handle numerous projects simultaneously while maintaining a high level of accuracy and to ensure attention to detail.
- Excellent Knowledge of Microsoft Office applications (Word, Excel, Outlook, and PowerPoint) and virtual meeting software (MS Teams, Zoom, Skype, etc.). Knowledge of Smartsheet would be advantageous.
- Excellent written and oral communication and interpersonal skills and strong commitment to confidentiality.
- Very strong ability to use initiative, prioritise, multi-task and work well under pressure to meet deadlines. Very clear and systematic thinking that demonstrates strong judgment and problem-solving competencies.
- Adept and comfortable working in ambiguous environments, with the ability to see the bigger picture.
- Creative and analytical thinker with strong problem-solving skills.
- Very well organised and structured with high attention to details.
- Very good capacity to work autonomously as well as a team player.

You are invited to send your CV to our People & Culture Team at jobs@ecaeurope.com.

Due to the volume of applications we receive, we regret that we will contact only the candidates who have been selected for an interview.

Football breaks down barriers and brings people from diverse backgrounds together. It promotes a shared sense of identity and belonging, transcending differences to unite people. At ECA, we play our part in building a more inclusive world, on the pitch and beyond, and this starts with our own organisation. We strive to create a culture of inclusion, free from discrimination, bias and prejudice and encourage candidates from all backgrounds to apply.