



# Club Competitions Assistant

WE CARE ABOUT FOOTBALL

## Job information

Division / Unit: Football / Club Competitions

Contract type: Permanent

Start date: 01.03.2024

Location: Nyon

## Main goal

The Club Competitions Assistant will contribute to the efficient running of the men's club competitions unit by assisting the different domain managers with tasks related to their individual projects, analyses and reports, as well as with cross-unit projects.

## Key responsibilities

Supporting the two pillars of the unit (competition management and special project & club services, payments & events) with their daily and season-related administrative tasks:

- Assisting with the preparation of the competition calendars, competition regulations, entry process, draws and finals;
- Assisting with the organisation and coordination of competition-related and other travel;
- Assisting with the planning, organisation and implementation of internal and external club competition meetings and events, working groups and workshops as well as meetings of the UEFA Club Competitions Committee;
- Assisting with administrative tasks associated with cross-unit projects;
- Supporting communication with internal and external stakeholders;
- Providing internal support (within the unit, across the division and with other departments) and ensuring smooth communication within the unit and with other units;
- Contributing to the efficient running of the unit by preparing analyses of competition data, drafting reports, creating presentations and assisting with the preparation of the unit's budget;
- Dealing with or providing support on other projects organised by the unit or division.

## Profile

Experience required:

- Internship or other work experience, ideally in an international and/or sports environment

Education:

- Bachelor's or other higher education



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Languages:

- Very good English communication skills (other languages a bonus)

Additional requirements:

- MS Office / Advanced
- Administrative, planning and project skills
- Analytic thinking and approach
- Knowledgeable and passionate about football, in particular club football
- Team- and service-oriented
- Proactive and flexible
- Highly motivated and interested in learning and further development, with a view to other tasks within the unit, the division or UEFA more broadly in the medium term

