



N.A. Services Coordinator

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Job information

Division / Unit: National Associations / National Associations Services

Contract type: Permanent

Start date: 01.02.2024

Location: Nyon

Main goal

The National Association (NA) Services Coordinator is a key role in the NA Division Management team including both internal and external support services for the Division Director and the 55 UEFA member associations. Reporting to the Head of NA Services, the incumbent will be responsible for their own projects with the national associations (as outlined below) as well as be required to support the Division Director on a personal basis both for day-to-day office efficiency and for travel onsite to major UEFA events where the national associations are considered the primary stakeholders. This is a varied and interesting role and holds considerable room for personal growth and development in the field of football governance and international relations.

Key responsibilities

Working closely with the NA Division Management team in general (70%):

- Coordination of the UEFA member associations attendance to key UEFA events. This event relations role includes regular travel to some of the major UEFA events to support the Division Director and the management team to liaise with NA Presidents and NA General Secretaries for onsite support of these key stakeholders. This includes special events such as the UEFA EURO, the club competition finals, the annual UEFA Congress and lesser known but essential executive development events such as the NA General Secretaries and the Top Executive Programme Meetings;
- Coordinate and support special projects under the NA Services unit such as solidarity payments, official visits of the UEFA member associations, portfolio holders programme and other services related to UEFA's 55 National Associations.

Working closely with the Division Director (and Division Manager) for personal support (30%). The coordinator will work closely with the NA Division Manager to ensure efficient and consistent coverage and support of the Division Director including:

- Travel bookings for the NA Division Director. Regular and broad travel across the 55 national associations makes this a complicated task where open and clear communication and collaboration is essential across the NA Division Management Team. It also includes updating the Director's Calendar with all travel/flight information and working with the UEFA Travel and Conference team for the Director's specific travel needs;
- Some day-to-day support of the Director will be required including internal meeting organisation and welcoming the VIP guests to UEFA for key senior management meetings and visits;

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- Collaboration with the UEFA Finance Division and Procurement unit may be required in line with the Director's travel schedule (expense clearance for guest relations) as well as legal contracts and procurement procedures for supplier engagement or consultant contracts.

Profile

Experience required:

- From 2 to 4 years in an international and multicultural environment preferably in a similar position
- Previous experience working with VIPs and top executives

Education:

- Bachelor's degree in business administration or management (or a higher education certificate if 2-4 years in a similar position has been reached successfully with good references)

Languages:

- English / Proficient
- French / Proficient
- Any other language would be an asset (Russian and/or German for example)

Additional requirements:

- MS Office / Advanced
- Personable, helpful and a gifted communicator. Must be a team-player
- Have an excellent eye for detail
- Able to work in a sometimes very busy and political environment and be flexible to changing plans quickly
- Discretion is important as some data and circumstances are considered private and confidential
- Able to work autonomously and with confidence

