



## TEAM SERVICES COORDINATOR

### JOB INFORMATION

Project: UEFA EURO 2020 Team Services & Training Grounds

Hierarchy level: Coordinator

Type of contract: fixed-term contract

Location: Bucharest

Start Date: 01/07/2019

End date: 20/07/2020

### PROJECT MISSION

- ✚ The mission of the Team Services & Training Grounds (TEAM) project is to establish a professional framework for all national teams participating in UEFA EURO 2020 by providing them with the most appropriate services.
- ✚ The LOS Team Services Coordinator is the local representative for all team related matters and the interface towards all national teams based in and/or playing in the respective host city.

### KEY RESPONSIBILITIES

#### Overall responsibility

- ✚ Ensure an excellent implementation of the training centre requirements, the various applicable guidelines, team movement and accommodation policies before and during UEFA EURO 2020
- ✚ Draft and update operational plans and maps for team hotels and training centres
- ✚ Support the LOS mobility manager in the implementation of special procedures for national teams at the relevant airport(s)
- ✚ Prepare, coordinate and attend site visits in the host country/city for national teams, UEFA and suppliers
- ✚ Monitor the preparation of training facilities by the training centre owner (in particular the pitches) as well as the implementation of the training centre requirements and any contractual obligations
- ✚ Coordinate the set-up of training centres and team hotels (e.g. branding & signage, VIK deliveries, delivery and installation of fences, training material, etc.)
- ✚ Monitor the proper implementation of the "clean site principle" and ensure training centres respect the commercial obligations
- ✚ Support/provide input to the drafting of the safety & security plan for the team facilities

#### Communication and cooperation

- ✚ Main point of contact for national teams during their stay in the host country/city, the training centre owners and team liaison officers
- ✚ Regular reporting in accordance with UEFA EURO 2020 requirements

#### TEAM workforce responsibilities

- ✚ Recruit, train and lead the LOS Team Services Assistant



#### Event-time responsibilities

- 🌀 Support training centre owners and national teams in their daily business
- 🌀 Support national teams in their organisation of training sessions open to the public (if applicable)
- 🌀 Close interaction with relevant team liaison officers
- 🌀 On-site support and troubleshooting at airports, training centres and team hotels
- 🌀 Provide support to UEFA regarding the planning of the national teams' MD-1 activities
- 🌀 Ensure that national teams respect the commercial principles

#### Administration

- 🌀 Create and adapt national teams' site visit itineraries and provide feedback after each visit
- 🌀 Debrief and final report of LOS Team Services project

### PROFILE OF SUCCESSFUL CANDIDATE

#### Must-have requirements

- 🌀 3-5 years work experience, ideally in the football environment
- 🌀 Bachelor's degree or similar
- 🌀 Full professional proficiency in English (both oral and written) and in the local language of the venue
- 🌀 Excellent communication skills
- 🌀 Available to travel regularly within and around the host city to visit the selected team facilities (driver licence mandatory)

#### Additional requirements

- 🌀 Additional language skills (any language spoken by one of the UEFA member associations)
- 🌀 Experience in working with professional sport teams and/or national associations
- 🌀 Ability to cope with stress and stressful situations
- 🌀 Ability to communicate with others and create a climate of trust
- 🌀 Ability to draw up a coherent and chronological plan, to establish priorities, to develop a system of control and to re-adjust the plans
- 🌀 Solid acquaintance with the pre-selected team base camp and team transfer facilities

Applications must be submitted to: [resurse.umane@frf.ro](mailto:resurse.umane@frf.ro), to the attention of Mr. Florin Șari, UEFA EURO 2020 Project Manager. The application file must contain: a CV in English, EUROPASS format, a passport photo of the candidate as well and a motivation letter. Applications must be submitted by April 30<sup>th</sup>.