



LOS Training and Venue Assistant Green Projects

Job information

UEFA EURO 2020 Projects: Event Training & Venue Management

Job title: LOS Training and Venue Assistant

Hierarchy level: Assistant

Full/part-time (%): 100%

Start date: 01/02/2020

End date: 06/07/2020

Project missions

Event Training mission

The mission of the Event Training (EVTR) project is to develop a dynamic learning environment to make sure that UEFA EURO 2020 is staffed with a well-trained, knowledgeable and skilled workforce that is capable to deliver and perform according to the requirements. EVTR implements internal training programmes and relevant learning tools focused on improving operational readiness. EVTR also offers event experiences to future organizers and selected external stakeholders to prepare them to fulfill their future obligations at the same level as UEFA's internal staff.

Venue Management mission

The mission of Venue Management (VMGT) is to plan, prepare and implement effective and efficient operations at the UEFA EURO 2020 venues to deliver the 51 matches of the Final Tournament to the full satisfaction of the teams, the spectators, guests and the UEFA top management. In order to do so, VMGT is accountable and responsible for the preparation of the venues. VMGT acts as account management of the stadium owners/management and holds a representative function towards local stakeholders related to the EURO venue footprint. During the event time, VMGT is the overall responsible for what happens on a venue and has the authority to arbitrate in case issues arise between projects at a venue through the Venue Manager.

The LOS Training and Venue Assistant is a shared role between EVTR and VMGT. For the first couple of months this person is responsible to organize administrative and logistical support related to local training sessions and provide training and admin support to the Venue Manager as required. Once the entire workforce is trained (beginning of June) the LOS Training and Venue Assistant will assist the Venue Manager in the delivery of the onsite operations. This is a junior role which will provide insights in almost all projects involved in the delivery of the tournament.

Key responsibilities

Communication and cooperation

- Provide training support to all LOS staff and training guidance to local project leaders



- Distribute and promote the training handbook
- Participate in the facilitation of training sessions (namely operational readiness exercises)
- Regular reporting in accordance with UEFA EURO 2020 requirements

Training

- Ensure all new employees follow the newcomers induction

Event-time responsibilities

- Coordinate the observation and secondment programme, as applicable (host cities to be confirmed)
- Provide support to the VMGT team, as required
- Support the Venue Manager and Venue Management Coordinator to implement venue management projects and processes
- Acting as a key information resource for all stakeholders with regards to questions and information requirements across the venue
- Meeting management: room reservation and setup/clearing, welcoming of external parties
- Work partly with the Venue Logistics Manager and Venue Logistics Coordinator/Assistants regarding logistics related activities (master-key management system, welcome new staff, staff arrivals/departure information)
- Manage the venue management car fleet (distribution of keys, damage reports etc.) in liaison with Event Transport
- Implement specific venue projects, if necessary, i.e. potentially serve as a trouble-shooter

Administration

- Secure logistics arrangements and provide administrative support for event training activities: operational readiness exercises, observation programme, secondment programme (as applicable)
- Maintain an updated calendar of all training activities

Profile of successful candidate

Must-have requirements

- Knowledge of the stadium
- Full professional proficiency in English (both oral and written) and in the local language of the venue
- Experience of 1-3 year(s) in an administrative role or experience of 1-2 year(s) in event operations for major sports or international events
- Excellent organisation skills, with a proactive and hands-on approach
- Excellent communication and presentation skills
- Ability to work under pressure and meet immovable deadlines



Additional requirements

- Experience in a training or HR environment would be a plus
- MS Office Application proficiency
- SAP (an advantage)

Applications must be submitted to: cristina.toma@euro2020.com. 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 **05th January 2020** .