



LOS Team Services Assistant

Job information

Job title: LOS Team Services Assistant
Hierarchy level: Assistant
Full/part-time (%): 100%
Start date: 01/04/2020*
End date: 02/06/2020*

(*) The dates may be modified.

Project misión

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. LOS Team Services is the main point of contact within the host city for all Team Services matters before, during and after the Tournament. The LOS Team Services Assistant will assist the LOS Team Services Coordinator to provide the best possible support to Participating National Associations (PNA) in the defined Host City in close cooperation with UEFA Team Services.

Key responsibilities

Overall responsibility

Assist the LOS Team Services Coordinator to ensure an excellent implementation of Team Hotels and Training Centres requirements, guidelines, team movements and accommodation policies before, during and after the UEFA EURO 2020:

- 🌀 Collaborate Establish itineraries for site visits in host country on National Teams' need and preferences.
- 🌀 Regular inspection of team facilities including training centres and particularly the pitch(es).
- 🌀 Provide the best support to Training Centres owners and Hotel Managers to prepare, coordinate and organise all team activities (Pitch monitoring, Signage, Transport, VIK, meetings, check-in/check-out...)
- 🌀 Identify potential clean site principle risks and ensure training centres respect contractual obligations.
- 🌀 Meet deadlines and follow procedures to ensure work is of highest standard.
- 🌀 Communication and cooperation.
- 🌀 In addition to the LOS Team Services coordinator, the assistant is an additional point of contact for Training Centre owners, Hotel Managers and Team Liaison Officers in order to provide the best possible support to PNA's.
- 🌀 Close cooperation and additional point of contact in the Host City for UEFA Team Services.

Event-time responsibilities

Support the LOS Team Services Coordinator with:



LOS Team Services Assistant

- ✿ During the final tournament, close interaction with Team Liaison Officer ensuring maximum comfort for PNA's accommodation and training sessions.
- ✿ On site trouble-shooting and problem-solving at airport(s), training centres, team hotels and for any Team Logistics matters.
- ✿ Ensure all Training Centres in the host city are at top quality level.
- ✿ Provide support with MD-1 team activities at transfer training centre.

Administration

- ✿ Daily reporting to LOS Team Services Coordinator.
- ✿ Create and adapt National Associations' site visit itineraries.
- ✿ Review and share PNA calendar with all relevant stakeholders.
- ✿ Input into debrief and final report of LOS Team Services project in the host city.

Profile of successful candidate

Must-have requirements

- ✿ Bachelor's degree or similar in sports events management.
- ✿ Full professional proficiency in English (both oral and written) and in the local language of the host city.
- ✿ Excellent communication skills.
- ✿ Experience working with professional sport teams and/or sports national associations.
- ✿ Available to travel regularly between Team Facilities (Driver licence mandatory).
- ✿ Valid work permit.

Additional requirements

- ✿ Additional language skills (any language spoken by one of the UEFA member 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.