



LOS Venue Accreditation Coordinator

Job information

Job title: LOS Venue Accreditation Coordinator (2 per venue)

Hierarchy level: Coordinator

Full/part-time (%): 100%

Start date: 01/05/2020*

End date: 29/06/2020*

(*) The dates may be modified.

Project misión

The Accreditation Project ensures and facilitates that only identified event staff has access to assigned areas within UEFA EURO 2020 venues and stadiums, preventing people without a working function to interfere in operations.

The project contributes to the security and safety of the event by collecting, verifying and managing required personal data of event staff and service providers and making it available to a background screening process. This leads to enabling crowd control and minimising the risk of damage to individuals and/or facilities.

The Accreditation Project identifies all the working groups and the individuals (as well as their organisations) with a credible working function and offers the appropriate accreditation service.

The LOS Venue Accreditation Coordinator supports the smooth implementation of accreditation operations in his/her UEFA EURO 2020 venue based on the instructions given by the LOS Venue Accreditation Manager. He/She supports the accreditation centre operations and issues accreditation devices in a secure and fast manner.

Key responsibilities

Communication and cooperation

- 🌀 Integrate well into the accreditation team and the overall UEFA EURO 2020 venue team.
- 🌀 Collaborate with ICT.
- 🌀 Report to the LOS Accreditation Manager.
- 🌀 Assist in the accreditation operations daily reporting.
- 🌀 ACCR workforce responsibilities.
- 🌀 Prepare the documentation used for the volunteers training.
- 🌀 Participate in the volunteers training.
- 🌀 Monitor the activity of volunteers and report any issues to the volunteer manager.



LOS Venue Accreditation Coordinator

Event-time responsibilities

- 🌀 Support the LOS Venue Accreditation Manager in his/her tasks.
- 🌀 Support the setup and dismantling of the accreditation centre.
- 🌀 Support the accreditation centre daily operations.
- 🌀 Run the accreditation centre in case of absences of the LOS Venue Accreditation Manager.
- 🌀 Deliver 1st level troubleshooting.
- 🌀 Deliver a high class customer service.

Administration

- 🌀 Support Stock management.
- 🌀 Prepare documentation and write minutes.
- 🌀 Assist in the debrief of accreditation onsite operations.
- 🌀 Translate documents (manuals, information) into local language.

Profile of successful candidate

Must-have requirements

- 🌀 Full professional proficiency in English and in the local language of the venue. Knowledge of any other language is an asset.
- 🌀 Experienced with databases.
- 🌀 Ability to quickly familiarise with a new software.
- 🌀 Resistance to stress or tension.
- 🌀 Multitasking and organisational skills.
- 🌀 Valid work permit.

Additional requirements

- 🌀 Advanced in MS office.
- 🌀 Analytical thinking/ attention to details.
- 🌀 Sense of duty, professional behaviour and neutrality.