

**Position Description:**  
**Senior Medical & Performance**  
**Manager**  
**Full time (100%)**

## SENIOR MEDICAL & PERFORMANCE MANAGER

Reporting to: Director of Football

Location: ECA's offices in Nyon, Switzerland or London, UK (with regular trips to Nyon). Some travel to ECA-hosted events or other business engagements may be required.

### ABOUT ECA

ECA is the sole independent body directly representing football clubs at European and International levels. With a current membership base of more than 700 professional football clubs from across the continent, ECA is the representative voice of European clubs on the international football landscape.

Working closely with football's governing bodies, competition organizers and other professional stakeholders, ECA's core purpose is to place clubs at the 'Heart of Football'. ECA is continually strengthening its administration to ensure it enhances the value of its activities and services for Member clubs.

ECA has a rapidly growing administration team of more than 45 people and is on a mission of organizational development, targeting a digitally led, performance-driven culture, and delivering high impact outcomes for our colleagues and our members.

Equity, diversity, and inclusion are amongst ECA's core values. We are committed to building and sustaining an inclusive and equitable working and learning environment for all staff and members.

### POSITION MISSION

You will contribute to the delivery of both the ECA Men's and Women's Football Visions by managing projects related to medical & performance topics and services. You will be part of a team within ECA dedicated to the sporting aspects of Football – competitions, the calendar, growth and development, operational, financial, medical and technical aspects – and as such you will be part of the very heart of ECA's own mission to place clubs at the Heart of Football.

You will combine your medical or performance background with an in-dept knowledge of the various aspects of both men's and women's football, including the way the international match calendar works and how European club competitions look like. In addition, you have a high degree of organizational, project management and presentational skills.

As part of a rapidly developing Football Department, you will also have the core skills and values to manage junior members of staff.

### CORE RESPONSIBILITIES

Reporting to the Director of Football and working in close collaboration with the rest of the ECA team, the Senior Medical & Performance Manager's responsibilities will include:

- Develop an ECA Medical and Performance strategy in cooperation with the Chairman of the ECA Medical & Performance Panel, and build a dedicated ECA unit as part of that strategy.

- Manage the ECA Medical and performance projects:
  - Administer the ECA Medical & Performance Panel.
  - Organise the delivery and content of the ECA Medical and Performance Advisory Groups (larger groups with men's and women's football clubs around medical and performance topics).
  - Develop the annual budget and activity plan.
  - Oversee the delivery of research projects in cooperation with external partners.
  - Create and deliver relevant services to clubs (e.g. webinars, educational programs, and other joint initiatives with key stakeholders).
  - Establish and maintain contacts with other stakeholders on medical and performance matters, in particular UEFA and FIFA.
- Advance and manage an active and thriving network of relevant clubs, stakeholders, consultants, partners, suppliers and academics within the realm of Men's Football and Football Services.
- Participate in some speaking opportunities at relevant industry conferences and events.
- Proactively identify opportunities to enhance ECA's position as industry thought leaders.
- Undertake some general administrative tasks including detailed minute taking, preparing content for proposals and presentations, and drafting department communication.

## EXPERIENCE

- Minimum 7-8 years of experience in a medical and/or performance environment, ideally in football. Experience in a football club is an asset.
- Sound knowledge of football, and club football in Europe in particular.
- Relevant experience in an international environment.

## EDUCATION

- A degree or equivalent in the medical or performance field or similar.
- Excellent knowledge of Microsoft Office applications (Word, Excel, Outlook and PowerPoint).
- Fluent in English, both oral and written. Any additional European languages would be an asset.

## SKILLS

- Excellent medical and/or performance knowledge in a sport / football context.
- Strong organizational and time management skills with the ability to lead and deliver multiple projects simultaneously.
- Ability to develop ideas for professionalization initiatives and implement successfully.
- Experience in managing and motivating small project teams and/or junior members of staff.

- Proven ability to work independently and with a project-based approach.
- A professional, positive and proactive mindset, with outstanding problem-solving skills and an enthusiastic 'hands-on' approach.
- A real team player with a strong work ethic and who enjoys working with peers and across functions.
- Proven track record in building and maintaining strong working relationships throughout the industry.
- Excellent written and verbal communication skills.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Willingness to travel, and sometimes at short notice.

**You are invited to send your CV to our People & Culture Team at [jobs@ecaeurope.com](mailto:jobs@ecaeurope.com).**

**Due to the volume of applications, we receive, we regret that we will contact only those candidates who have been selected for an interview.**

*Football breaks down barriers and brings people from diverse backgrounds together. It promotes a shared sense of identity and belonging, transcending differences to unite people. At ECA we play our part in building a more inclusive world, on the pitch and beyond, and this starts with our own organisation. We strive to create a culture of inclusion, free from discrimination, bias and prejudice and encourage candidates from all backgrounds to apply.*