



# UEFA Venue Director Job Description

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## General Information

### Availability requirements per season:

- a. Minimum number of days: 12-15
- b. Maximum number of days: 28-30
- c. Number of training days for new candidates: 10

## Key responsibilities & Tasks

### As per the UEFA Organisational Regulations (*Edition 2020, Article 67*)

Venue directors:

- a. act as the UEFA official representatives responsible for match operations at the venue;
- b. are responsible for the correct application and fulfilment of all procedures related to the organisation of a UEFA match and of the duties described in the specific directives issued by the General Secretary for the corresponding UEFA matches;
- c. liaise by phone with the UEFA administration during the assignment period and submit a written report to the UEFA administration immediately after each match;
- d. attend the venue directors workshop organised by the UEFA administration

## Training procedure

- a. Mix of theoretical and on-site training modules scheduled between March and June 2023 (new session/module every 2-3 weeks).
- b. The training programme is currently under review. Some of the theoretical modules will most likely be done on-line whereas some on-site modules might be organised at selected matches.

## Profile & Requirements for Candidates

### Competencies & characteristics

- Natural leader and team player
- Highly motivated
- Initiative taker
- Organised and efficient
- Stress resistant and decision-making under pressure
- Multi-tasking while keeping an overview on the global picture

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- Independent and autonomous
  - Excellent communication and negotiation skills
  - Flexible and willing to travel
  - Ideal age: 30-45 years old

### **Work experience**

The candidate must have several years' experience as team manager or other senior roles in match organisation.

### **Specific experience in football**

- In-depth knowledge of UEFA competition regulations
- Understanding of European football landscape

### **Language skills**

High level of English (written and oral) is necessary. Other languages are an asset

### **Required equipment**

Computer, email, and mobile phone

