



## Training and Venue Assistant



UEFA EURO 2020 will take place in twelve venues across Europe in 2021. Following the postponement of the tournament to 2021 (June 11 to July 11) due to the Covid 19 pandemic, the UEFA Executive Committee confirmed that the tournament with 51 games will be held in the Allianz Arena in Munich as the German location as well as in Amsterdam, Baku, Bilbao, Budapest, Bucharest, Dublin, Glasgow, Copenhagen, London, Rome and St. Petersburg. The original vision of the tournament on the 60th anniversary of the European Championship was thus maintained.

**Therefore, the German Football Association (DFB) is searching a  
"Training and Venue Assistant" (m/f/d)  
to be part of the LOS Munich for the UEFA EURO 2020.**

The LOS Event Training Assistant's responsibility is to organize administrative and logistical support related to local training sessions and provide training and admin support to the Venue Manager as required.

### Job Information

Project: UEFA EURO 2020 Event Training  
Hierarchy level: Assistant  
Type of contract: fixed-term contract  
Activity Level: 100 %  
Location: Munich  
Start Date: 01/02/2021  
End date: 09/07/2021

### 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

- Full professional proficiency in English and German (both oral and written)
- Experience of 1-2 year(s) in an administrative role
- 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
- Knowledge of the stadium would be a plus
- MS Office Application proficiency
- SAP (an advantage)

We are looking forward to receiving your application!

Please send your complete application until **29.11.2020** <https://dfb-jobs.personio.de/>