




## TEAM LIAISON OFFICER (M/F)

	<b>Localisation</b>	Host Cities of the 2019 FIFA Women's World Cup (and trips)	
	<b>Start date</b>	4 days before the arrival of the accompanied team (+/- 1 day) From 2/06 to 7/06/19	<b>End date</b> Flexible – upon the team's results (1 day after the last match played)
	<b>Type of contract</b>	Fixed-term contract or freelance contract	<b>Direction</b> Tournament

### About the Local Organizing Committee (LOC)

The Local Organizing Committee of the Women's World Cups FIFA France 2018 (U20) and France 2019, association created by the FFF, has the ambition to welcome the highest level of women's football by offering fantastic experiences and share a festive spirit, write a new chapter of women's sport history and leave a rich and fascinating legacy!

Our success is directly linked to our investment and the respect of these commitments.

Football World Cup in France is a major challenge, so we are looking for dynamic candidates who will share our state of mind and our investment to make these events a success!

Join our structure and be part of an exceptional experience!

### Missions

Under the responsibility of the Team Services Manager, within the Tournament Unit, your mission will be to accompany one of the participating team, from their first arrival in France to their final departure, upon elimination/victory of the tournament.

You will be responsible for ensuring that all services implemented by the LOC towards teams are up to the expected/required standards, as well as resolve day-to-day issues, putting athletes in the best possible conditions to compete.

You will also act as the main point of contact between the Team Manager and the LOC, ensuring smooth and efficient communication both directions.

Common tasks will include:

- Reconfirm or amend the timetable previously shared by the team (prior to the start of the tournament) to the related stakeholders, using the dedicated tool. This will include the various activities of the team: trainings, transportation/freight, meals, media activities, etc,
- Make sure the team knows, in detail, about all services implemented by the LOC and refer them to official manuals & guidelines if necessary,
- Collect from the team all organizational information needed by tournament stakeholders in a timely manner and ensure teams' obligations towards the LOC and FIFA are met,
- Monitor the quality of the services implemented by the LOC and FIFA for the team, and alert Team Services of any dysfunction. This may include the training pitch, sports equipment, accommodation & associated services, transportation, the stadium catering, etc,
- Report daily to Team Services, using the appropriate communication mean, depending on the situation,



In addition, depending on the Team Manager's expectations, you may be required to:

- Assist with / Attend meetings,
- Source and organize non-competition related team activities,
- Help her/him with any task where your assistance may be useful to the team's operations.

## Profile

- Organization, sense of priorities, attention to details and reliability
- Ability to work under pressure, support an important workload and keep calm
- Professionalism and respect of privacy
- Resourcefulness, sense of initiative and energy
- Excellent interpersonal and communication skills
- Knowledge of football valued

## Experiences

Ideally :

- You have already acted as a Team Liaison Officer in an international sports events, or accompanied a high-level sports team during a competition/camp,
- You have good knowledge of the logistics related to sports in general and football in particular,
- You have some experience dealing directly with clients or customers (hospitality, sales, etc)

## Language & other skills

- Fluency in English and French is mandatory
- Fluency in the language/culture of a participating team will be highly valued
- Good computer skills and ability to use a computer, smartphone and/or tablet

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## APPLICATION

*Professionalism and reactivity are part of our values.*

All applications must include CV, cover letter and recommendations, if applicable.

*The LOC applies "a policy of equal opportunities". Handicapped persons or considered are welcome.*

