DIVISION: Operations DEPARTMENT: Accommodation

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| TITLE OF POSITION Accommodation Manager |
| BUSINESS UNIT Local Organising Committee (LOC) |
| REPORTS TO Operations Director |
| DATE CREATED |

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| PURPOSE |
| To provide suitable and sufficient accommodation for the Delegation, Commercial Affiliates, Broadcasters, Teams, participating member association delegates and accredited Media representatives.  To provide accurate and efficient accommodation service to all VIPs attending the draw including bookings, financial reconciliation with the Finance Director and provide overall event assistance during the months of May and June. |
| KEY RESPONSIBILITIES |
| 1. To ensure each designated hotel available to each Team, delegation and referees four days prior to the opening match until two days (if necessary) after the last match played by such teams. 2. To help book the referees’ accommodation that should facilitate leisure and fitness activities. 3. FIFA accommodation will also serve at event Headquarters and must offer working and meeting rooms as well as corresponding equipment. 4. To work with the Accommodation Officer to help co-ordinate all accommodation requirements. 5. To appoint, manage and train the four Venue Accommodation Managers and remain the main conduit to all hotels utilised 6. To oversee all accommodation/hotel detail associated with the draw 7. To assist the draw event team with the delivery of the event, to the highest international standard expected 8. To assist the Operations Director with all event type activities in leading up to, during and post tournament |
| CORE CAPABILITIES |
| The core capabilities, linked to our company values, are applicable for each role at LOC. All LOC staff are to display the following qualities :-  Credible, Competitive, Ambitious, Passionate, Committed, Inclusive and Community Orientated |

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| **TIME COMMITTMENT** |  |
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