# Elite Performance Student Placement

# Description

To assist with the overall delivery and administration of the Elite Performance Programme. The Elite Performance programme is a varied and busy programme which requires the organisation and good administration of different elements including organising training schedules, facilities, travel arrangements, games, tournaments, etc. The additional support from the student would further improve the service we provide and help to ensure that the Irish Football Association placement programme is recognised as a national programme.

# Main Duties

* Liaise with the Elite Performance Operations Manager on a daily basis
* Assist with general administration duties
* Ensure that all records are kept up-to-date
* Assist in the organisation of all necessary arrangements needed for the delivery of our training sessions and games schedule
* Keeping the programme website and social media up-to-date
* Assist with the organisation and delivery of tournaments.
* Contribute positively to the development of and strictly follow standardised quality management processes
* Adhere to and actively support at all times all company policies, procedures, processes and working practices, including adhering to best practice.
* Any other reasonable duties as may be requested from time to time by your supervisor.

**This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the Association**

# Essential Requirements

* Excellent administration skills
* Excellent communication skills especially written, and oral
* Must be able to work accurately with good attention to detail
* Ability to follow standardised processes
* Reliable and trust worthy
* Can work independently and produce records of work

# Desirable Requirements

* Experience in admin based roles
* Experience in updating website content using a CMS
* A valid driving license with access to a car/van

# Salary Details

This opportunity with the Irish FA is an unpaid placement.