

**ROLE DESCRIPTION**

Role Title: Coach Education Intern

Location: National Football Stadium, Belfast

Responsible to: Coach Education Manager

Internship Period: TBC

**PURPOSE OF THE ROLE:**

To support the Coach Education Department in the development, organisation and delivery of mainstream Irish FA Coach Education Courses at all levels.

**MAIN DUTIES AND RESPONSIBILITIES:**

Liaise with Coach Education Manager and Administrator on a daily basis

Assist in the administration and management of the Coach Education database, including the update of coaches CPD on the Online Learning Platform

Assist in the liaison with relevant facility providers to ensure effective planning and booking of facility hire for Coach Education Programmes

Assist the Coach Education Team in ensuring the National Courses run efficiently, including logistical and administrative support

Assist the Coach Education Team in the development and implementation of the Irish FA’s ‘Reality Based Learning Programme’

Manage Social Media on behalf of the Coach Education Team

Assist with general administration duties

Any other duties as may be reasonably requested from time to time

**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**

**PERSONNEL SPECIFICATION**

**Essential criteria**

1. Must hold a valid driving licence with access to a car/van
2. Enthusiasm for the game and an willingness to learn and follow instruction
3. Good communication skills written and oral
4. Ability to work independently and produce records of work
5. Knowledge of Microsoft Office

**Desirable criteria**

1. Knowledge or experience of Irish FA Coach Education programmes
2. Level one football qualification or higher
3. Efficient in social media, Facebook, Twitter etc.

Please note that the Association reserves the right to implement some or all the desirable criteria for shortlisting purposes.

**The Irish Football Association is an equal opportunities employer. All appointments will be made on the basis of merit.**