**PLACEMENT ROLE PROFILE**

**Placement Title:** Club and Volunteer Development Placement

**Department:** Football Development**:** Grassroots and Youth Development Manager

**Hours of work:** 21 Hours (Flexible)

**Starting date** Monday 9th September(Flexible depending on circumstances)

**Duration** 9-12 Months

**PURPOSE OF THE PLACEMENT**

To provide ongoing support to the delivery and administration of the Club and Volunteer Development Programme.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Meet targets as set by the Grassroots and Youth Development Manager as set out within the Grassroots and Youth Work Programme
2. Maintain an efficient database of clubs and volunteers and produce written reports as and when required.
3. Work as part of a team to deliver the McDonald’s Community Awards.
4. Liaise with the Irish FA Foundation Club and Community Development Officer and Volunteer Development and Policy Officer with the organisation of workshops and seminars.
5. In conjunction with the Club and Community Development Officer and the Volunteer Development and Policy Officer assist the delivery and promotion of the UEFA ‘Ahead of the Game’ mental health and wellbeing programme.
6. Record minutes of meetings for the Club & Education Sub-Group Committee meetings.
7. Maintain the Clubs accreditation online database via the Sport NI/Irish FA and populate the Club & Volunteer webpages.
8. Maintain Association’s diary and electronic calendar.
9. Proactively participate in training and development opportunities.
10. Service the Irish Football Association’s policies in line with its development plans.
11. Adhere to and actively support at all times all company policies in line with its development plans and working practises, including adhering to best practice.

**Note: In the interests of the efficient management of the Department, the duties described in the above job description will be reviewed periodically and may be subject to modification or amendment after consultation with the post holder.**

**PERSONNEL SPECIFICATION**

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|  | **Essential:** | **Desirable:** |
| **Education & qualifications**  | * University Student in a relevant Sports Discipline, required to complete a placement as part of their educational course.
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| **Experience** |  | * Experience of volunteering in a community/sport setting.
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| **Skills, knowledge & competencies** | * Proficient in the use of Microsoft Office Applications, including Word and Excel.
* Ability to work both as part of a team and on your own initiative.
* Possess strong communication, written and oral skills.
* Must have good organisational skills and the ability to prioritise workload.
 | * Ability to efficiently and accurately input data on to various databases.
* Ability to maintain accurate filing systems, including manual and computerised records.
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| **Other requirements** | Possess knowledge on operating Social Media platforms. |  |

***The Irish Football Association is an equal opportunities employer and welcomes applications from all sections of the community.***

**Benefits of the Placement** (whilst this placement opportunity is unpaid the role offers the following benefits.)

* Adidas Irish FA Foundation apparel and trainers
* Opportunity for a grassroots good practice visit
* Opportunities for casual employment on Irish FA Foundation programmes
* Free Grassroots Intro and Level 1 Coach Education Courses
* Travel and personal expenses