

Elite Girls & Futsal Intern

**PURPOSE OF THE ROLE**

To provide an efficient and administrative support service to the Elite Girls & Futsal Programme.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Meet targets as set by the Elite Girls & Futsal team as set out within the Irish Football Association.
2. To work as part of a team within the Irish Football Association and provide support as and when required.
3. Collate data on all the Regional Excellence and Development Squads on the Irish FA Platform with the Head of Elite Performance
4. Develop and assist with the new performance pathway model in line with the requirements of the Head of Elite Performance
5. Deliver administrative support for all domestic futsal competitions including updating the Irish FA website and Comet system.
6. Deliver administrative support for all grassroots futsal programmes including schools’ competitions and coach education.
7. Work in partnership with Schools and Futsal Manager to coordinate and deliver the Performance Futsal Programme.
8. Establish links with and work on existing Football Development Programmes – especially Holiday Camps and Player Development Programmes.
9. Ensure that all relevant programme and activity information is documented, collated and analysed so that progress towards outcomes can be demonstrated internally and externally.
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 practices, including adhering to best practice.

**LOCATION**

National Football Stadium @ Windsor Park.

**BENEFITS**

Irish FA Clothing apparel

Match Tickets

Coach Education Opportunities

**COMMITMENT**

2-3 hours a day/ Monday to Friday.

Please email [Michael.Carvill@irishfa.com](mailto:Michael.Carvill@irishfa.com) to express your interest in the role.

The Irish FA foundation Volunteer Values are:

Professional

Inclusive

Team

Caring

Honesty