

**PLACEMENT DESCRIPTION**

Placement Title: Futsal Development Placement

Location: National Football Stadium at Windsor Park, Belfast

Responsible to: Schools & Futsal Manager

Hours of work: 21 Hours (Flexible)

Starting date: ??? (Flexible depending on circumstances)

Duration of Post: 9-12 Months, three days a week

**PURPOSE OF THE PLACEMENT:**

To support the delivery of Irish FA Foundation Futsal programmes throughout Northern Ireland in the youth and senior club sectors. The appointee will work as a member of the Football Development Department. The candidate will be given responsibility to work across grassroots programmes, domestic programmes, youth International programmes and futsal coach education.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Support the Schools and Futsal Manager to administer the Northern Ireland Futsal League – player registrations, uploading fixtures, maintaining website etc.
2. Work in partnership with the Club Development Officer to assist in establishing Futsal specific clubs.
3. Work in partnership with the Football For All Schools Officers to coordinate and deliver futsal competitions at Primary and Post Primary level.
4. Facilitate the booking of facilities for grassroots, domestic and international futsal programmes.
5. Establish links with and work on existing Football Development Programmes – especially Holiday Camps and Player Development Programmes
6. Ensure that all relevant programme and activity information is documented, collated and analysed so that progress towards outcomes can be demonstrated internally and externally.
7. Work closely with Irish FA Foundation staff to ensure the Irish FA Youth Strategy is delivered to agreed timescales and service programmes outside the remit of this role when deemed appropriate by the line manager.
8. Attend meetings and workshops, training courses and visit network sites as appropriate.
9. Proactively participate in training and development opportunities and staff reviews as required.
10. Service the Irish FA’s policies in line with its development plans.
11. Adhere to and actively support at all times all company policies, procedures, processes and working practices, including adhering to best practice.
12. Any other duties as may be reasonably requested from time to time.

**This placement 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**

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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. |  |
| **Experience** |  | Experience of volunteering in a community/sport setting. |
| **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 computerized skills and the ability to prioritize workload. | Ability to efficiently and accurately input data on to various databases.  Ability to maintain accurate filing systems, including manual and computerized records. |
| **Other requirements** | Possess knowledge on operating Social Media platforms. | Possess knowledge of futsal development in Northern Ireland. |

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

**BENEFITS OF THE PLACEMENT**

(whilst this placement opportunity is unpaid the role offers the following benefits.)

* PC for duration of post
* Adidas Irish FA Foundation apparel
* Opportunity for a grassroots good practice visit
* Opportunities for casual employment on Irish FA Foundation programmes
* Free Grassroots Intro and Level 1 Football and Futsal Coach Education courses
* Travel and personal expenses