**VOLUNTEER PLACEMENT ROLE PROFILE**

**Placement Title:** Irish FA UEFA Academy Social Coordinator

**Department:** Elite Performance

**Reporting to:**  Elite Performance Operations Manager

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

**Starting date:** 01 September 2020

**Finish date:**  30 June 2021

**PURPOSE OF THE PLACEMENT**

To organise and deliver a varied and interesting Leisure and Life-Skills Programme for Young Footballers in an Elite Youth Academy, based at UUJ, and positively contribute to the overall development of the Academy.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Meet targets as set by the Elite Performance Operations Manager within the delivery of the Irish FA Elite Youth Academy.
2. Organisation, administration and delivery of a varied and engaging social and leisure programme for young footballers in school years 11 and 12.
3. Support the organisation and delivery of additional life-skills and developmental activities for players.
4. Be part of a wider team to positively contribute to the ongoing development and delivery of the Irish FA UEFA Elite Youth Academy.
5. Helping directly with young footballers in school years 11 and 12 through the delivery of the social and leisure programme.
6. Attend Academy Team Meetings and prepare any reports/schedules as required.
7. Liaise with the Elite Performance Manager on the overall organisation and timetabling of the Social and Leisure timetable and other development Activities.
8. Other reasonable tasks to positively contribute to the overall work of the Academy.
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 placement description will be reviewed periodically and may be subject to modification or amendment after consultation with the post holder.**

**PERSONNEL SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential:** | **Desirable:** |
| **Education & qualifications** | * University Student in a relevant Discipline, required to complete a placement as part of their educational course. |  |
| **Experience** | * Experience in the organisation of activities, workshops or events. | * Experience of working with young people/teenagers. * Experience of playing/working with footballers. |
| **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. * Must have excellent organisational skills and the ability to prioritise workload. * Must have strong communication, written and oral skills. * Must have good attention to detail. * Must be able to follow instruction and be reliable and responsible. | * Ability to use social media. |
| **Other requirements** | * This role will require an Access NI Check and completion of the Irish FA Safeguarding Certificate. * This role will involve evening and occasional weekend work. | * Own means of transport. |

***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.)

* PC for duration of post;
* Adidas Irish FA Apparel and Trainers;
* Opportunity to be involved in elite youth player development with Northern Ireland players at U15/U16 ages;
* Opportunity to be involved in an Irish FA, UEFA and Ulster University Partnership Programme;
* Travel and personal expenses;
* Opportunity to be involved in a fun and creative role with the Academy Team and directly with young people;
* Opportunity to participate in training and development opportunities;
* Opportunity to participate in International Trips;
* Opportunity to be considered for additional casual staff roles.