

**PLACEMENT DESCRIPTION**

Placement Title: Coach Education Placement

Location: National Football Stadium at Windsor Park, Belfast

Responsible to: Coach Education Manager

Hours of work: 21 Hours (Flexible)

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

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

**PURPOSE OF THE PLACEMENT:**

To support the delivery of Irish FA Foundation coach education programmes throughout Northern Ireland. The appointee will work as a member of the Elite Department. The candidate will be given responsibility to support the staff across a number of different projects.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Assist in the development of resources for coaching courses.
2. Providing match analysis for Coach Education Team.
3. Providing match analysis for Club NI Coaches.
4. Assist with analysis and technology support during National Coaching Season (May-July)
5. Assist with the functionality of Irish FA Software Development programme, Globall Coach
6. Support the Coach Education team with assessment administration through technology.
7. Adhere to and actively support at all times all company policies, procedures, processes and working practices, including adhering to best practice.
8. 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** |  |  |

**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.)

1. Travel Expenses
2. Access to Globall Coach
3. Coaching qualifications
4. Irish FA Adidas apparel
5. Opportunities for international travel