**PLACEMENT DESCRIPTION**

**Placement Title:** Disability Football Placement Student

**Location:** National Football Stadium at Windsor Park

**Department:** Disability Football

**Reporting to:** Disability Football Development Manager

**Hours of work:** 21 hours per week. However, the nature of the placement will require a degree of flexibility involving evenings and weekends as dictated by operational requirements of the business.

**Duration:** September 2024 – August 2025

**PURPOSE OF THE PLACEMENT:**

To gain experience observing and helping in the planning and delivery of all aspects of disability football. Delivering on the targets for disability football within the IFA Youth Strategy ‘Let them Play’.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Assist in the development and delivery of comprehensive province-wide youth football programmes for disability.
2. Develop and maintain statistical information regarding schools, clubs, IFA programmes and funded projects.
3. Plan, manage and ensure successful delivery of the Community Cup 2025.
4. To assist with the organisation of disability specific participation and competition programmes including school cup competitions, disability leagues and McDonalds Fun Football Centres.
5. Work closely with other departments within the Irish FA to deliver a variety of projects.
6. Assist in the planning and organising of programmes such as Holiday Camps, After-Schools, Futsal taster sessions, Shooting Stars and Disney Playmakers as and when required.
7. Proactively participate in training and development opportunities, and placement reviews as required.
8. Adhere to and actively support at all times all company policies, procedures, processes and working practices, including adhering to best practice.
9. Any other duties as may be reasonably requested from time to time.

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 placement student

**PERSON SPECIFICATION:**

*Essential Requirements*

* Excellent administration skills
* Excellent communication skills especially written, and oral
* Reliable and trustworthy

*Desirable Requirements*

* Experience in admin-based roles
* Experience in working with data
* Experience in project management
* NCC (Level 1) Coaching qualification