

PLACEMENT ROLE PROFILE

Placement Role Title:	Project and Events Student Placement
Reporting to:	Head of Projects and Bids
Placement Hours:	21 hours per week. Flexibility may be required, including evenings and weekends
Duration:	September 2025 – June 2026

PURPOSE OF THE PLACEMENT

To gain experience observing and helping on the delivery of all aspects of specific Irish FA projects and events with the aim of delivering best in class events, such as the UEFA Women's Under 17 Championship 2026.

MAIN DUTIES AND RESPONSIBILITIES:

1. Support the project team in preparations for the UEFA Women's Under 17 Championship taking place in Northern Ireland in 2026.
2. Liaise with partners and suppliers on specific project workstreams.
3. To assist with procurement and tendering for goods/services and supplier relationship management.
4. Attend meetings with internal and external stakeholders, and take notes and actions to update project plans.
5. Assist with the completion of funding applications and bids when required.
6. Arrange and attend site visits to match and training venues, ensuring preparations are on track.
7. Support the Head of Projects and Bid and Project and Bids Delivery Officer with project related tasks.
8. Perform any other duties as may reasonably be required 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.