# Coach Education Student Placement

# Description

To support the Coach Education Department in the development, organisation and delivery of mainstream Irish FA Coach Education Courses at all levels.

# Main Duties

* Liaise with Coach Education Manager and Administrator on a daily basis
* Assist in the administration and management of the Coach Education database, including the update of coaches CPD on the Online Learning Platform
* Assist in the liaison with relevant facility providers to ensure effective planning and booking of facility hire for Coach Education Programmes
* Assist the Coach Education Team in ensuring the National Courses run efficiently, including logistical and administrative support
* Support the Coach Education Team in the planning and delivery of UEFA Coach Education Conference and UEFA Study Visits
* Assist the Coach Education Team in the development and implementation of the Irish FA’s ‘Reality Based Learning Programme’
* Manage Social Media on behalf of the Coach Education Team
* Assist with general administration duties
* Any other duties as may be reasonably requested from time to time

**This role 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.**

# Essential Requirements

* Must hold a valid driving licence with access to a car/van
* Enthusiasm for the game and a willingness to learn and follow instruction
* Good communication skills written and oral
* Ability to work independently and produce records of work
* Knowledge of Microsoft Office

# Desirable Requirements

* Knowledge or experience of Irish FA Coach Education programmes
* Level one football qualification or higher
* Efficient in social media, Facebook, Twitter etc.

# Salary Details

This opportunity with the Irish FA is an unpaid placement.