# Schools and Futsal Student Placement

# Description

To support Schools and Futsal programmes throughout Northern Ireland in the Primary, Post Primary and Further Education sectors.  The appointee will work as a member of the Irish FA Foundation. The candidate will be given targets to develop Schools and Futsal programmes and competition opportunities for both males and females.

# Main Duties

* Deliver a nationwide Schools Futsal coaching programme within the education sector between Key Stage 2 and Key Stage 4.
* Support the delivery of a nationwide Schools Futsal leagues and competition at Primary, Post Primary and Further Education levels.
* Support the delivery of Schools Football programmes such as festival events and competitions
* Provide administrative support for the Schools Quality Mark programme.
* Establish links with and work on existing Grassroots Football Development Programmes.
* Establish new, or further develop existing, school / club links.
* Ensure that all relevant programme and activity information is documented, collated and analysed so that progress towards outcomes can be demonstrated internally and externally.
* Work closely with IFA staff to ensure the IFA Youth Strategy is delivered to agreed timescales and service programmes outside the remit of this role when deemed appropriate by the line manager.
* Attend meetings and workshops, training courses and visit network sites as appropriate.
* Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
* Service the Irish Football Association’s policies in line with its development plans.
* Adhere to and actively support at all times all company policies, procedures, processes and working practices, including adhering to best practice.
* 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

* Excellent administration skills
* Excellent communication skills especially written, and oral
* Must be able to work accurately with good attention to detail
* Ability to follow standardised processes
* Reliable and trust worthy

# Desirable Requirements

* Experience in admin based roles
* Experience in updating website content using a CMS
* A valid driving license with access to a car/van

# Salary Details

This opportunity with the Irish FA is an unpaid placement.