



EFDN

European
Football for
Development
Network

Job Description

Post Title: EFDN Project Manager

Rate of Pay: 40 hours / Full Time

Start Date: 1 October 2021

Accountable to: Operation Manager

Job Details

Background

You will be responsible for the delivery of programmes in the Netherlands and on a European scale. This includes development, implementation, evaluation, reporting and continuous improvement of assigned programmes.

Key Responsibilities

- To lead and monitor the development and delivery of assigned EFDN programmes funded by the EU, UEFA Foundation, Dutch authorities or other partners.
- To plan and implement in the programmes the operational requirements related to monitoring and evaluation, communication, safeguarding, sponsorship, and social responsibility.
- To prepare the budget and control the financial commitments related to the EFDN programmes and EFDN members.
- To ensure the effective and frequent flow of information between key stakeholders.
- To collaborate with legal to prepare contracts and accompanying documents.
- To develop and implement processes to ensure knowledge transfer from one edition to another.
- To prepare management reporting and update databases.
- To prepare and update the programme regulations, technical guidelines, templates, manuals and check lists.
- To provide general on-site coordination and supervision of the programmes. To promote and develop sport for development programmes.

Skills & Experience Required

Essential:

- Fluency in Dutch and English, with excellent verbal and written communication skills.
- A degree related to sports management, education or similar studies.
- Good computer skills, especially Microsoft Office (Word, Excel, PowerPoint).
- Experience in the field of CSR, social projects, sport programmes or events.
- A proven track of project management.
- Experience in successfully managing multiple stakeholders, with the help of good diplomatic skills and the ability to interact with people at every level of an organisation.
- An excellent understanding of the commercial aspects of international sports events.
- Flexible and able to handle high pressure and heavy workloads.
- Willingness to provide terminally ill children with special experiences, raise awareness of discrimination in society, train life skills of young people and promote a fair sport for all.
- Available to work hours during events and on weekends.
- Candidate needs to have a valid driver license.



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Customer Service

Identify and meet the needs of colleagues, EFDN members & stakeholders focusing on initiating and welcoming communication whilst striving to deliver first class customer service.

Self-Development

- To undertake any necessary internal or external training sessions in accordance with the Foundation Performance and Development Review Policy and to take personal responsibility to seek opportunities to develop yourself and to realise your own potential.
- To assist with the provision of the training and development of colleagues as required.
- To adhere to all safeguarding of children regulations and implement them in all areas of delivery.

Team Work

Ensure effective communication within your work team and actively offer support and guidance as necessary.

Hours of Work

The employee is required to work 40 hours per week. Hours of work should be planned in accordance with the demands of the programmes and business.

Application

Please send your CV and Cover Letter to CEO Hubert Rovers by sending an email to jobs@efdn.org.

This document is a guide only. The employee must undertake any other duties as may be reasonably assigned by the Operations Manager.