



## Who is EFDN?

The European Football for Development Network (EFDN) supports professional football organisations (clubs, leagues, and football associations) that are committed to using the power of football for social development, particularly in areas such as health, education, racism and discrimination, and sustainability.

The network currently consists of more than 170 clubs from 32 European countries and EFDN acts as a channel for sharing knowledge and experiences among them and the wider sporting landscape. The majority of our work involves co-ordinating projects with our members and other expert organisations, managing programme activities for example international tournaments, and hosting events such as our bi-annual conferences.

## What we offer to Project interns:

You will be an integral part of our Project Management team and we aim to offer you the opportunity to be involved across the entire process. Your main role will be to support the team in planning and implementing our various pan-European programmes, assist in the organisation of international events both for EFDN and the projects (with the possibility of travelling within Europe), and support the production of key documents and guides.

As an intern, you can expect to learn a lot about all aspects of project planning, from preparation, execution, monitoring, and evaluation. As part of this you may have the opportunity to connect with a broad network within the European football world and connect with many inspiring individuals in this field.

We value giving interns the opportunity to develop in areas that they are interested in, so we aim to find a good balance between your preferences and our organisational needs.

## What we expect:

Above all, we ask that you are accurate, capable of planning and meeting deadlines, and will take ownership even under time pressure and changing circumstances. This includes having strong communication and problem solving skills. Additionally, we would like you to bring fresh and innovative ideas and contribute to the growth of EFDN.

### Address

EFDN Foundation  
Takkebijsters 9 A  
4817 BL Breda  
The Netherlands

### Telephone

+31 (0) 76 369 05 61

### E-mail

[info@efdn.org](mailto:info@efdn.org)

### Social media

[@efdn\\_tweets](#)  
[/efdn.org](#)

### IBAN

NL84 INGB 0006 4552 16

### BIC

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60362391



## Key responsibilities:

The main tasks of this role are:

- Supporting the Project Management Team in planning, implementing, and reporting on various CSR projects. This may include monitoring and evaluation, conducting research, report writing, and event planning.
- Eventually being able to independently organise or lead (parts of) projects under the supervision of an experienced Project Manager.
- Making the project execution interesting, dynamic, challenging, educational, and enjoyable.
- Playing an active role in further improving the quality of project delivery at EFDN.

The intern may be asked to perform other tasks that EFDN may reasonably assign from time to time, as this document is just a guideline. Further information about the role can be discussed during the interview phase, for example the current projects and anticipated workloads in the timeframe of the internship.

EFDN will assign a designated point of contact for the intern to address various questions, expectations or issues.

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## Your profile:

### Education & Experience:

- Ideally you will be working towards or hold a degree in sports management, leisure management, teacher education, or a similar field of study.
- Preferably you will have experience of project/ event management (such as planning, organisation of resources, decision-making, meeting deadlines, and execution of plans).
- Proficiency in English, with excellent oral and written communication skills.
- Good knowledge of Microsoft Office (Word, Excel, PowerPoint).
- Some knowledge of Corporate Social Responsibility activities in football and the structure of the European football world is a plus, as well as previous experience related to the sports industry.

### You have/are:

- A team player who can collaborate effectively.
- Excellent organisational skills and the ability to prioritise and manage time effectively.
- A passion for football and social projects.
- Accurate and reliable.
- Resilient to stress.
- Always professional, both in image and conduct.

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**Start: January 2025**

### **Working hours and length of internship:**

Successful applicants will be asked to work at least 32 hours per week and a maximum of 40 (to be discussed), from Monday to Friday. Please note that there may be occasional weekend work involved for various projects, with hours compensated at a later date.

Internships are usually six months in duration, starting in February, July, or September, however we may be able to offer some flexibility depending on organisational need.

### **Practical guidance**

EFDN can provide a small monthly stipend to help cover basic costs. Additional funding may be available to those who are enrolled at a university or HBO (Higher Vocational Education) programme within the EU or a programme funded by the EU.

It is recommended that you live within a suitable distance from the EFDN office in Breda, as travelling every day can become quite expensive. If you are not already local we recommend that you start your search for accommodation early, as while there may be a lot of options, competition for rooms can also be very high.

If you are not a Dutch national please be aware that you may have to register for a residency and/or work permit or apply for a visa to complete an internship with EFDN. More information can be found here <https://ind.nl/en/residence-permits/work/intern-or-apprentice-in-the-netherlands>

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We recommend that if you do not hold an EU passport that you leave at least six months before you intend to start the internship to ensure sufficient time to obtain the relevant paperwork. EFDN will aim to support the completion of any required employer paperwork in a timely manner, but it is the responsibility of the intern to ensure that they fully understand the requirements and take appropriate steps to meet the obligations of any administration in respect of permits and visas.

Please send your CV and cover letter, including an outline of key areas of interest from EFDN's projects, in an email to [internship@efdn.org](mailto:internship@efdn.org), with the position you are applying for as the subject. Suitable candidates will be invited for an interview.

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