



EFDN

European
Football for
Development
Network

Job Description

Post Title: Project Support Officer / PSO (Intern ship)

Rate of Pay: 40 Hours / Intern ship fee

Accountable to: EFDN Project Manager

Purpose

To be responsible for supporting delivery of EFDN European programmes in the Operations Department. Required to support the monitoring & evaluation of EFDN European programmes, assist in preparation and support the delivery of EFDN youth & staff exchanges in designated partner regions in Europe. Successful candidates will be responsible for communication with EFDN Partner members and stakeholders. You will be expected to provide detailed programme reports.

As a project support officer, you will be an integral part of our operations department. We are looking for interns to participate in every level of operations and delivery. The intern should expect to learn all facets of delivery, monitoring and evaluation. The Ideal candidate will bring fresh and innovative ideas, strong communication and problem solving, proven ability to manage and meet deadlines, and be very detail oriented. The position involves delivery support, cross-team communications, and project management and execution.

Key Responsibilities

The key responsibilities of the post are:

- To support, plan & deliver Youth & Staff Exchanges
- To support Lead delivery staff
- To work with in EFDN Member partners to deliver the objectives laid out in the SLA
- Monitor and evaluate work at all times collecting comments, case studies and evidence of good practice, submitting regular reports as required by EFDN stakeholders and the EFDN.
- Be professional at all times in terms of both image and actions. To wear the correct clothing and being aware of grooming and personal hygiene.
- Be aware of responsibilities concerning the safeguarding of young people that we work with.
- Make programme delivery enjoyable, exciting, dynamic, challenging, educational and fun by using a variety of teaching/coaching techniques.
- To be aware of relevant Data Protection legislation and to ensure that our use of the Views system is compliant.
- Other ad hoc duties as advised from time to time.

Individual Specification

Essential

- Currently enrolled at a university within the EU / or an EU funded study programme
- Experience in supporting delivery in a range of subject areas
- Have a sound knowledge of EFDN
- Ability to prioritise and manage their personal time effectively
- Working towards a Sport Marketing, Leisure or similar qualification
- A passion for football and sport
- A level of understanding of how learning can be developed and enhanced through sport
- MS Office skills (Word, Excel, PowerPoint)



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Personal Attributes

- Is enthusiastic and professional
- Is a charismatic individual who brings life and energy to their delivery
- Is innovative and able to convert difficulties into successes
- A student centred approach to learning
- Familiar with course specifications
- Punctuality and reliability
- Has passion for helping young people achieve and raising aspirations.

Experience

- 3rd/4th year student within Leisure, Sports Management or other related field
- Fluency in English, with excellent verbal and written communication skills

Customer Service

Identify and meet the needs of colleagues, EFDN Members and Stakeholders focusing on initiating and welcoming contact and communication whilst striving to deliver first class customer service.

Recognise potential complaint situations and make effective steps to avoid and / or resolve these situations.

Hours of Work

The employee is required to work 40 hours based on a working week of Monday to Friday and some weekends

This document is a guide only. The employee must undertake any other duties as may be reasonably assigned by the Chief Executive Officer and other EFDN Management Executives from time to time.