



**EFDN**

European  
Football for  
Development  
Network

## Project Support Officer (Internship)

### **Job Description**

**Job title:** Project Support Officer (Internship)

**Hours and pay:** at least 16 hours/ internship compensation

**Period:** by mutual agreement

### **What is EFDN?**

The European Football for Development Network (EFDN) supports professional football organisations (clubs, leagues and football associations) that are committed to their region/community. The aim is to use the power of football for Community & Social Responsibility ("CSR"), with themes like Health, Education, Racism or Discrimination and Sustainability/ESG. EFDN shares knowledge and experience between the football organisations, executes or coordinates projects, and organises financial support or grants for its partners (such as from the European Union or UEFA). The network currently consists of more than 140 clubs from 32 European countries. Partners include FARE (Football Against Racism Europe), CAFE (Centre for Access in Football Europe) and the UEFA Foundation for Children.

### **What we offer:**

As a Project Support Officer, you will be an integral part of our Project Management Team. You will support the team in the planning and execution of Pan-European programmes. You will also help plan (live, online or hybrid) international events at home and abroad, including the bi-annual conferences (Sevilla and Athens in 2023). Travelling to European countries every now and then is part of the possibilities of this internship. We expect EFDN interns to participate in the whole organisation process of projects. As an intern, you can count on learning a lot about all the facets of project planning, from preparation to implementation, monitoring and evaluation. Moreover, during the internship period you will come into contact with a broad network within the European football world and meet many inspiring people in this world!

### **What we expect:**

Above all, we expect you to be accurate and able to plan and meet deadlines, even under time pressure and changing circumstances. Strong communication and problem-solving skills are an important part of this. Furthermore, we want you to bring fresh and innovative ideas and contribute like that to the growth of EFDN. We think it's important that, as an intern, you have the space to develop in the areas that interest you, so we want to make a good combination between your wishes, our needs and our possibilities to support you.



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## **Main responsibilities:**

The main responsibilities of this job are:

- Supporting the Project Management Team in planning, executing and reporting on various "CSR" projects: primarily monitoring and evaluating, making case studies and analysing 'best practices' (researching the project topics);
- In the long term, the ability to independently organise or lead (parts of) projects, under the supervision of an experienced project manager;
- Making project execution interesting, dynamic, challenging, educational and fun;
- Playing an active role in further improving the quality of project delivery at EFDN.

## **Your profile:**

### Education & Experience

- You are enrolled at a university or college within the EU/or an EU-funded study programme, working towards a degree in sports management, leisure management, teacher training or similar;
- Demonstrable experience in supporting project delivery in various fields;
- You have a command of the Dutch and English languages, with excellent verbal 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. Previous experience related to the sports industry (volunteering, previous internship) are also a plus.



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You have/are:

- A team player, you can work well together and you coordinate what you do;
- Excellent organisational skills and the ability to prioritise and manage your time effectively;
- A passion for football and social projects;
- A social and energetic personality;
- Accurate and reliable;
- Stress resistant;
- Professional at all times, both in image and in action

### **Working hours and support:**

- Successful applicants are asked to work at least 16 hours (in agreement with the study load) based on a working week from Wednesday to Friday. It should be taken into account that for various projects there may also be work at the weekend;
- The supervision will be determined in consultation with the intern, but the aim is to have a monthly meeting about the work and the personal development of the intern. In addition, a permanent contact person will be appointed on behalf of EFDN, to whom the trainee can submit various questions or other matters.

For more information, please visit our website: <https://www.efdn.org/>

*This document is only a guide. The employee must perform such other duties as may be reasonably assigned from time to time by the CEO and Project Managers of EFDN.*

**Please send your CV and cover letter in an e-mail to [internship@efdn.org](mailto:internship@efdn.org), stating the position you are applying for. Suitable candidates will be invited for an interview.**