



EFDN

European
Football for
Development
Network

What is EFDN:

The European Football for Development Network (EFDN) supports professional football organizations (clubs, leagues, and football associations) that are committed to their region/community. The network currently consists of more than 170 clubs from 32 European countries.

The goal is to use the power of football for social development, particularly in areas such as health, education, racism and discrimination, and sustainability.

EFDN shares knowledge and experiences among football organizations, implements or coordinates projects, and also organizes financial support for its partners through grants or subsidies (such as from the European Union or UEFA).

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 planning and implementing pan-European programs. You will also assist in planning (live, online, or hybrid) international events both domestically and abroad, including the biannual conferences (2023 in Seville and Athens).

Occasional travel to European countries is also a possibility during this internship. We expect EFDN interns to participate in the entire project organization process. As an intern, you can expect to learn a lot about all aspects of project planning, from preparation to execution, monitoring, and evaluation. Moreover, you will have the opportunity to connect with a broad network within the European football world and meet many inspiring individuals in this field.

What we expect:

Above all, we expect you to be accurate and capable of planning and meeting deadlines, 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. 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 support needs. Living within a suitable distance from EFDN offers advantages such as time and cost savings, as well as higher productivity.



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Key responsibilities:

The main tasks of this role are:

- Supporting the Project Management Team in planning, implementing, and reporting on various CSR projects. This includes monitoring and evaluation, conducting case studies, and analyzing best practices related to the project topics.
- Eventually being able to independently organize 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.

Your profile:

Education & Experience:

- You are enrolled in a university or HBO (Higher Vocational Education) program within the EU or a program funded by the EU, working towards a degree in sports management, leisure management, teacher education, or a similar field of study.
- Experience in supporting project delivery in various fields.
- Proficiency in both Dutch and 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 (volunteering, previous internships).



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You have/are:

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

Working hours and guidance:

- Successful applicants will be asked to work at least 32 hours per week (to be discussed based on study load), from Monday to Friday. Please note that there may be weekend work involved for various projects.
- The guidance will be determined in consultation with the intern, but the aim is to have an interim conversation about the work and the personal development of the student at least once a month. Additionally, EFDN will assign a designated point of contact for the intern to address various questions or issues.

Start in September 2023.

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

This document is just a guideline. The employee must perform any other tasks that the general manager and project managers of EFDN may reasonably assign from time to time.

Please send your CV and cover letter in an email to internship@efdn.org, with the position you are applying for as the subject. Suitable candidates will be invited for an interview.