



EFDN

European
Football for
Development
Network

Project Support Officer (Internship)

Job Description

Job title: Project Support Officer (Internship)

Hours and pay: 40 h/ Internship compensation

Period: As soon as possible, by mutual agreement

What we offer:

As Project Support Officer you are an integral part of our operational department. You will support our Project Management Team with the planning and execution of Pan-European programmes. Depending on the Covid-19 related constraints, you will help plan international events at home and abroad (such as our upcoming conference in Liverpool), meetings and other activities. We expect EFDN interns to participate in the whole organisation process around activities and their delivery. As an intern, you can expect to learn about all facets and phases of project planning, from preparation to implementation, monitoring and evaluation. We expect you to bring fresh and innovative ideas and to have strong communication and problem-solving skills. You will also be accurate and able to plan and meet deadlines.

Main responsibilities

The core tasks of this position are:

- Supporting the Project Management Team on projects related to health, education, racism and discrimination, sustainability and other CSR topics.
- Monitor and evaluate the project, analyse case studies and best practices and conduct research on the project topics.
- Make the programme implementation interesting, dynamic, challenging, educational and fun.
- Playing an active role in further improving the quality of project delivery at EFDN.

Your profile

Important

- Currently enrolled at a university within the EU/or an EU-funded study programme.
- Experience in supporting project delivery in different fields.
- Excellent organisational skills and ability to prioritise and manage your time effectively.
- You are enrolled in a degree in sports management, leisure management, teacher training or similar.
- A passion for sport and social projects.
- You have a good command of the 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 is a plus.



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Individual characteristics

- You like to work in a dynamic team.
- You go beyond what is expected of you.
- Aimable and energetic personality.
- Innovative and able to turn challenges into successes.
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- You like to ask for work and are assertive.
- Are professional at all times, both in image and in performance.

Experience

- Student in leisure, sports management, teacher training or a related field.
- Previous experience related to the sports industry desirable (voluntary work, previous internship).

Customer-friendly

- Identify and meet the needs of colleagues, EFDN members and stakeholders, with a focus on providing a first-class customer experience to all parties.
- Recognise potential problematic situations and take effective steps to avoid conflict by resolving issues.

Working hours

- Successful applicants will be asked to work 40 hours based on a Monday to Friday working week and may occasionally be expected to work weekends.
- Start date ideally as soon as possible, by mutual agreement.

This document is only a guideline. The employee must perform any other duties as may be reasonably assigned from time to time by the Managing Director and Project Managers of EFDN.

Please send your CV and cover letter to internship@efdn.org with the job you are applying for as the subject of the email.