**Project Support Officer Description**

**Job description**

**Post Title:** Project Support Officer / Internship  
**Rate of Pay:** 40 Hours / Internship fee  
**Accountable to:** EFDN Project Manager

**Purpose**

As a Project Support Officer, you will be an integral part of our operations department. You will support our Project Management Team in the planning and delivery of Pan-European programmes. Depending on the Covid-19 restrictions, you will also help with planning meetings and other events. We expect EFDN interns to participate in every level of operations and delivery. The successful candidate can expect to learn about all facets of delivery and monitoring and evaluation. The ideal candidate brings fresh and innovative ideas to the table, has strong communication and problem-solving skills, has a proven ability to manage and meet deadlines, and is very detail oriented.

**Key Responsibilities**

The key responsibilities of the post are:

- To support the Project Management Team on projects related to health, education, racism and discrimination, sustainability, and other CSR topics.
- Monitor and evaluation of the project, analysing case studies and evidence of good practice, and doing research on the project topics.
- Make programme delivery enjoyable, exciting, dynamic, challenging, educational, and fun.
- To be aware of relevant Data Protection legislation and apply this to daily project tasks.
- To play an active role in further improving the quality of project delivery at EFDN

**Individual Specification**

**Essential**

- Currently enrolled at a university within the EU / or an EU funded study programme  
- Experience in supporting project delivery in a range of subject areas.  
- Have a sound knowledge of CSR activities in football.  
- Ability to prioritise and manage your time effectively.  
- Working towards a Sports Management or Leisure Management degree or a similar qualification  
- A passion for football and sports in general  
- Proficient in Microsoft Office (Word, Excel, PowerPoint)  
- Professional proficiency in English
Personal Attributes

- Is passionate about football and the world of CSR.
- You enjoy working as a part of a dynamic team.
- You go above and beyond what is expected of you.
- Is a charismatic individual who brings life and energy to their delivery.
- Is innovative and able to convert challenges into successes.
- Punctuality and reliability
- Eagerness to ask for work and being assertive.
- Be professional at all times in terms of both image and actions.

Experience

- Student within Leisure, Sports Management, or other related fields
- Previous experience related to the sports industry (volunteering, previous internship)

Customer Service

- Identify and meet the needs of colleagues, EFDN Members, and Stakeholders focusing on giving first rate customer experience to all parties.
- Recognise potential problematic situations and taking effective steps to avoid conflict by resolving issues.

Hours of Work

- Successful applicants will be required to work 40 hours based on a working week of Monday to Friday and can occasionally be expected to work on weekends too.

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

Please send your CV and Cover Letter to internship@efdn.org with the role that you are applying for as the subject of the email.