



**EFDN**

European  
Football for  
Development  
Network

### **Job Description**

**Post Title:** EFDN Project Manager

**Rate of Pay:** 40 hours / Full Time

**Start Date:** 1 August 2022

**Accountable to:** Manager Operations

### **EFDN Background**

The "European Football for Development Network" (EFDN) is a not-for-profit organisation supporting more than 150 members of professional football organisations (clubs, leagues and FA's) who are convinced of the social power of football and want to cooperate at European level. The aim of the network is to promote the unifying power of football as a tool for social development and to facilitate the exchange of knowledge between the various member organisations. An important component of the work is organising financial support for the projects, via commercial partners or organisations such as the EU and UEFA.

### **Job Details**

#### **Role**

The EFDN Project manager is responsible for the delivery of EFDN programmes in the Netherlands and on a European scale. This entails development, implementation, evaluation, reporting and continuous improvement of assigned programmes.

#### **Key Responsibilities**

- To lead and coördinate the development and delivery of assigned EFDN projects funded by the EU, UEFA Foundation, Dutch authorities or other partners.
- To plan and implement the set deliverables within time and budget, including external communication about and around the (best practices of the) projects
- To monitor and evaluate the progress, including an effective and frequent flow of information between the project partners and with key stakeholders
- To manage the budget and control the financial commitments related to the EFDN programmes and partners within these programmes, in collaboration with the finance manager
- To organise events related to the projects (tournaments, conferences, international meetings).
- To promote and develop sport for development programmes in general, and your projects in specific.



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## **Skills & Experience Required**

### **Essential:**

- A proven track of project management.
- Fluency in Dutch and English, with excellent verbal and written communication skills.
- A degree or proven experience related to sports management, education or similar studies.
- Experience in the field of CSR, social projects, sport programmes or events and general involvement in society.
- Experience in successfully managing multiple stakeholders, with the help of good diplomatic skills and the ability to interact with people at every level of an organisation.
- Flexible and able to handle pressure and workloads, available to work hours during events and on weekends.
- Good computer skills, especially Microsoft Office (Word, Excel, PowerPoint).

### **Team Work**

Ensure effective communication within your work team and actively offer support and guidance as necessary.

### **Hours of Work**

The employee is required to work 40 hours per week. Hours of work should be planned in accordance with the demands of the programmes and business.

### **Application**

Please send your CV and Cover Letter **before July 10<sup>th</sup>, 2022**, to Manager Operations Hanna Kernkamp by sending an email to **[vacancy@efdn.org](mailto:vacancy@efdn.org)**

***This document is a guide only. The employee must undertake any other duties as may be reasonably assigned by the Operations Manager.***