

PLAYER ADMINISTRATION ASSISTANT

Candidate Brief

DEPARTMENT:
Football Operations

REPORTING TO:
Senior Player Administration
Manager

LOCATION:
Preston



INTRODUCTION TO THE EFL

“The EFL is about two things – great football competitions and supporting communities 365 days a year”.

Trevor Birch

EFL Chief Executive Officer.

The English Football League (EFL) is the highest attended football league, and largest single body of professional clubs in Europe.

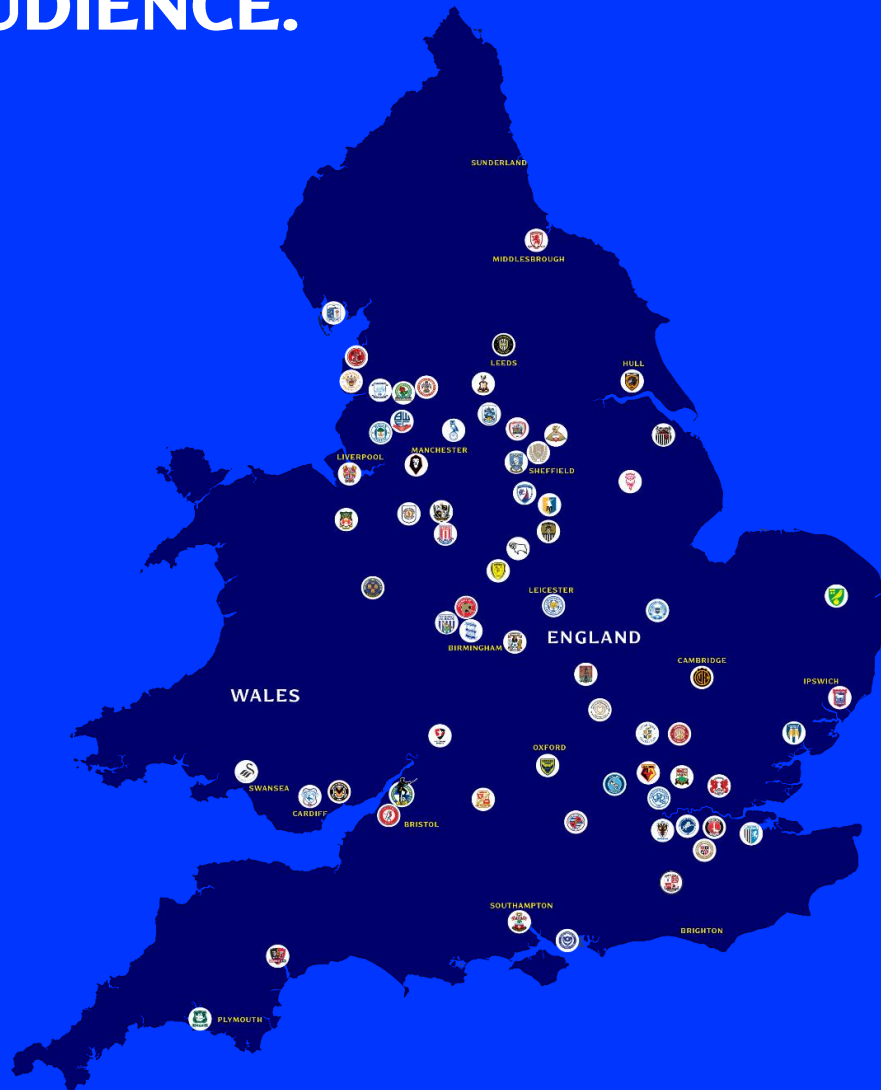
It is responsible for administering and regulating the Sky Bet EFL, Sky Bet Play-Offs, Carabao Cup and Vertu Trophy competitions, plus youth and reserve team football.

A vital part of sporting life, both in the UK and across the globe, the EFL operates some of the world’s most competitive, popular and successful football competitions, acting as part of the fabric of life for millions of fans and families.

EFL Clubs are truly embedded in the hearts of their 72 local communities, spanning the breadth and depth of England and Wales. Away from the match-day, Clubs and Club Community Organisations interact seven days a week, 365 days a year, making a positive contribution to the communities in which they serve.

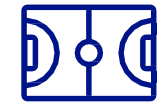


LOCAL ACTIVATION ON A NATIONAL SCALE, WITH A GLOBAL AUDIENCE.



72

EFL Clubs cover a catchment area of 49.1 million people, 82% of the population of England and Wales



1,891

Matches per season
Including five showpiece finals at Wembley Stadium



1 IN 4

Admissions to a UK sporting event are for an EFL organised match



54%

Of the UK population will watch EFL football on TV each year



Connected by the EFL's
DIGITAL ECOSYSTEM
of 72 Clubs plus central EFL channels



Broadcast to a global audience of over
440 MILLION
across
193 COUNTRIES

OUR PARTNERS

BROADCAST PARTNER



TITLE SPONSORS



OFFICIAL PARTNERS



OFFICIAL SUPPLIERS & LICENSEES



OFFICIAL BROADCAST PARTNERS

UNITED KINGDOM



INTERNATIONAL





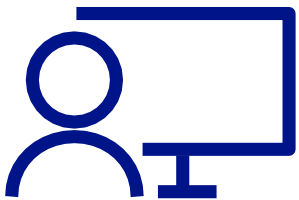
FOOTBALL OPERATIONS

The Football Operations Department is responsible for all match day operations including aspects of the broadcast operations across EFL competitions.

This includes player registration, the 3 play off finals, EFL Cup and EFL Trophy, which involves liaising with PGMOL, Sky, ITV and Sponsors to ensure operational and commercial regulations are compliant.

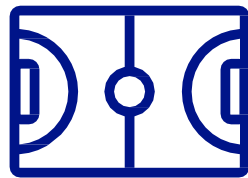
The Player Admin Team is responsible for all Player related matters to ensure Clubs are following the regulations of the EFL and Youth Development Rules in respect of the registrations of Players. This ranges from checking and registering paperwork of all Players from U9s up to professionals, involvement in Player and Club related disputes as well the sending of domestic transfer payments to other EFL and Premier League Clubs.

EFL GROWTH TRAJECTORY



AUDIENCE

Highest volume live broadcast output of any UK sport (1,059 live matches per season)



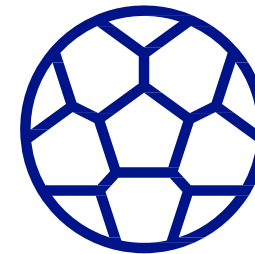
ATTENDANCE

Highest attended sports league in Europe



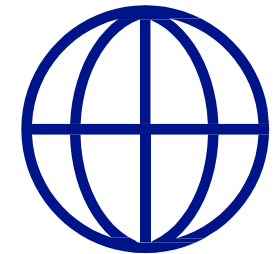
COMMUNITY

Unrivalled nationwide integration across 72 Clubs & communities (online and offline)



PURPOSE

Best in-class EDI provision ('EFL Together' strategy)



GLOBAL

Record international broadcast output plus regional marketing partnerships (including USA)

There is an opportunity for a high-performing individual to join the team and play a key role in the EFL's continued growth...

JOB PURPOSE

Working within the Player Administration Team, the successful candidate will be responsible for the collation and processing of data as required as well as applications for the registration of players on behalf of Clubs, and to provide general support to the Player Administration Department.



KEY RESPONSIBILITIES

- Undertake the administration of team sheet submissions by Clubs and Match Referees in respect of all non-first team matches in all EFL Competitions
- Provide support, advice and guidance to internal and external stakeholders in relation to non-first team team sheets
- Ensure the efficient processing of trialists forms on the Football Administration System (FAS) for category 3 & 4 academies
- Respond to correspondence from Clubs, players and parents in relation to category 3 & 4 trialists
- Undertaking the administration of all scholar work experience applications
- Monitor and manage the Player Administration Team inbox, ensuring timely responses and follow-ups
- Assist with the registration of scholars for Clubs in League 1 and League 2 when required but specifically during a transfer window
- Provide assistance with the PRS monitor system and provide reports on any ineligible players
- Provide assistance with the maintenance and development of systems currently utilised by the EFL and other relevant stakeholders, e.g. The Club portal system
- Provide holistic administrative support to the Player Administration Team
- Liaise with football clubs to ensure timely and complete submission of documentation
- Provide administrative support for academy registrations during the transfer window and other times as and when required





PERSON SPECIFICATION

KNOWLEDGE & UNDERSTANDING

- An understanding of Data Protection and Confidentiality issues, particularly in relation to working with Young People

TECHNICAL SKILLS

- A track record for meeting and exceeding goals within strict timeframes in a pressurised environment
- Advanced knowledge of and working competency in Microsoft Office packages, especially Excel
- Strong administrative and organisational skills
- Excellent written and verbal communication skills and the ability to develop constructive working relationships both internally and externally
- Strong analytical and logical thinking skills

PERSONAL ATTRIBUTES

- The ability to create, manage and maintain relationships with key internal and external stakeholders
- Proactive approach to day-to-day issues
- Attention to detail when dealing with data and data reports
- A proven ability to work under pressure to tight deadlines
- Examples of self-motivation and the ability to work on your own initiative as well as part of a team
- Adaptability and the ability to respond positively to change



OUR TEAM AT THE EFL

Alongside the key specifications as written down, we recruit for energy, values and commitment – to the EFL, our Clubs and Partners, and to your career.

Our recruitment process will be rigorous and demanding (but hopefully enjoyable!) and so will our roles. In return, we offer honesty, integrity, and a unique opportunity to work with some of the biggest sporting competitions, sponsorship properties and commercial partnerships in the market.

Our employees are crucial to our success and Equality, Diversity and Inclusion are fundamental elements of building our team. Each of us come from different backgrounds and have an array of qualifications, skills and experiences.

If you have any particular requirements in respect of the recruitment or interview process please mention this in your application.

SAFEGUARDING

The EFL is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions and cautions. Amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

INCLUSION

The EFL is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer.

Applicants fulfilling the criteria will be considered in a meritocratic way and without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.





EFL TOGETHER

PRINCIPLES

In 2022 employees across the business came together to create the EFL Principles, developed by employees for employees.

- **Everybody working together**
- We are one team supporting each other and collaborating on our shared goals.
- **Fairness and equality**
- Being consistent and inclusive for everyone and showing and treating everybody with respect.
- **Listening and learning**
- Communicating with trust and honesty, growing as individuals and enabling others to do so too.

EMPLOYEE AWARDS

We want to celebrate all the successes that we can, so we have a number of ways that we do this:

- **We celebrate loyalty** – we try and make employees feel special when they reach certain milestones.
- **We celebrate success** – through employee awards at our two-yearly social events.
- **We celebrate achievements** – like passing an exam or completing a course.
- **We celebrate how employees work together** through a colleague nominated awards programme, everyday thanks and special recognition from our Executive Leadership Team.



EMPLOYEE BENEFITS

PENSION SCHEME - all eligible employees are enrolled in the **10% non-contributory** pension scheme with Aviva. You can also make your own contributions through a salary sacrifice arrangement if you wish but these will not be matched by the company

PRIVATE MEDICAL INSURANCE -

Everyday Health Plan (EHP):

- All employees are automatically enrolled into the EHP (currently provided by Westfield)
- The plan allows you to claim certain amounts per year on various benefits e.g., dental, optical, therapies etc.

Private Medical Insurance (PMI):

- This is an opt-in private medical insurance just for you – that the EFL will pay for (currently provided by Vitality)
- Dependants can also be added to at your cost

SEASON TRAVEL TICKET LOAN – an **interest free loan** for employees to cover the cost of travelling to and from the workplace via tram, rail, bus or others

MATCHDAY TICKETS – complimentary tickets may be requested for any league club games based on a number of criteria being met

FINALS – your chance to attend our Wembley finals to watch or to help

SOCIAL EVENTS – the EFL hosts a summer and winter celebration party for all employees along with other local events during the year

ELECTRIC CAR SCHEME – the EFL has engaged with Octopus to offer the opportunity to lease an electric vehicle through a salary sacrifice arrangement

LIFE ASSURANCE & INCOME PROTECTION INSURANCE – both paid for by the EFL to give you peace of mind



RECRUITMENT PROCESS

STAGE 1 Submitting your application

To submit your application please apply via iRecruit at: [108 Vacancies - EFL \(English Football League\)](#)

A short-list of candidates will then be selected for interview.

STAGE 2 First-stage interview

You may be invited to an online discussion for both parties to find out more about each other and to test your suitability for the role, allowing you to showcase your knowledge and skills.

STAGE 3 Second-stage interview

You may be invited to a face-to-face interview to discuss your application further.

You may be asked to conduct a task or create a presentation.

STAGE 4 Job offer

Congratulations on reaching this stage!

We look forward to welcoming you to the team.





To submit your application, please visit [108 Vacancies - EFL \(English Football League\)](#)

efl.com

