

DATA AND COMPLIANCE OFFICER

Candidate Brief

CONTRACT:
Permanent

DEPARTMENT:
Governance and Legal

REPORTING TO:
Group Head of Legal

LOCATION:
Preston, Hybrid



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.

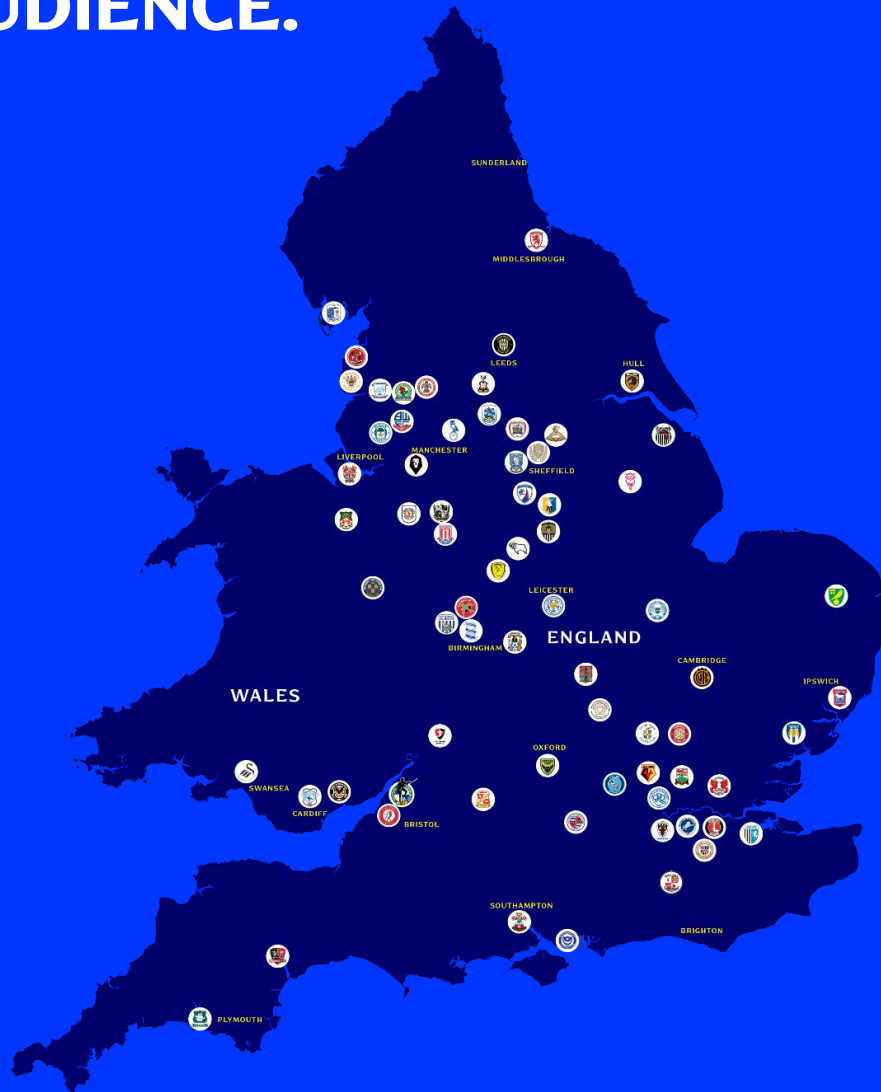
It is responsible for administering and regulating the Sky Bet EFL, Sky Bet Play-Offs, Carabao Cup and Vertu Trophy competitions, plus youth and reserve team football.

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.

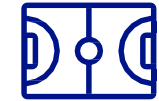


LOCAL ACTIVATION ON A NATIONAL SCALE, WITH A GLOBAL AUDIENCE.



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





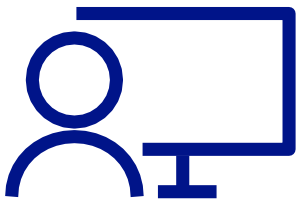
In recent seasons, the EFL has significantly developed and diversified its commercial operation.

Successful implementation of a new commercial strategy has delivered record revenues across the Broadcast, Digital, Partnerships and Licensing verticals.

This includes a groundbreaking domestic broadcast agreement with Sky Sports, a new Americas focused broadcast and marketing partnership with Relevant Sports, and the implementation of the EFL's 'Clubs and Communities' partnership model.

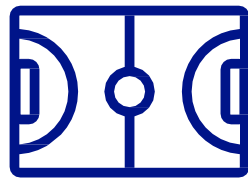
Our current commercial cycle represents an exciting opportunity for continued activation and growth.

EFL GROWTH TRAJECTORY



AUDIENCE

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



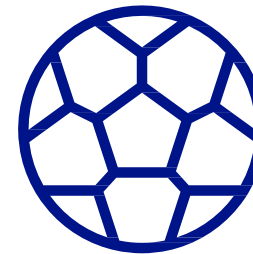
ATTENDANCE

Highest attended sports league in Europe



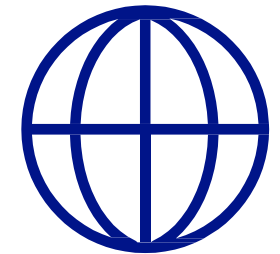
COMMUNITY

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

The Data and Compliance Officer will sit within the Governance and Legal Department of the EFL reporting to the Group Head of Legal, and hold responsibility for the data protection and privacy compliance operations of the EFL and its group companies (including EFL in the Community and EFL Digital). This will include, for example, management of such compliance through effective policies, procedures, employee training, engagement with stakeholders (including member Clubs), responding to applicable incidents and requests, reporting obligations and supporting on relevant organisational projects.

A commitment to staying up to date on legislative and regulatory requirements concerning data protection, privacy and information is important for ensuring the organisation remains in compliance with all its obligations and is able to lawfully undertake projects and implement new technologies in a lawful manner.



KEY RESPONSIBILITIES

The successful candidate will be expected to own, review and update all information and security policies relating to GDPR within the organisation, ensuring employee best-practice is maintained alongside the following responsibilities:

POLICY AND PROJECTS

- Reviewing, updating and maintaining the data protection, privacy and information security policies, standards, assessments, practices and procedures across the EFL and its group companies
- Supporting various projects across the EFL and its group companies, including for example integration of privacy by design, and data protection impact assessments
- Assisting in the drafting, review and negotiation of data sharing and processing agreements
- Supporting the business with other corporate compliance activities as required

EDUCATION AND GUIDANCE

- Ensuring all data protection, privacy and information security policies, standards, assessments, practices and procedures are integrated and operating effectively across the working practices of the EFL and its group companies
- Providing appropriate guidance to EFL member clubs and their charities where required in relation to their data protection practices which interrelate with those of the EFL and its group companies
- Work proactively with the business and department leads to provide necessary training to internal departments at regular intervals and as required
- Providing other data protection, privacy and information security related advice to the EFL and its group companies as required

AUDIT, HANDLING AND OTHER RESPONSIBILITIES

- Reviewing, updating and maintaining appropriate records of processing in accordance with data protection legislation
- Undertaking audits of data protection, privacy and information security policies, standards, assessments, practices and procedures at appropriate intervals
- Ensuring proper handling of data subject rights requests received by the EFL and its group companies
- Investigating and reporting data, privacy and information security breaches in compliance with data protection legislation
- Supporting the business with other corporate compliance activities as required
- Ensure Safeguarding is at the forefront of everything you do to promote a safe environment for the organisation, FCC's and Clubs
- Contribute to promoting equality, diversity and inclusion as part of the culture of the organisation



PERSON SPECIFICATION

ESSENTIAL

The successful candidate will be able to demonstrate the following knowledge, skills and attributes that apply to the role:

KNOWLEDGE & UNDERSTANDING

- Comprehensive knowledge of data protection, privacy and information security legislation applicable in the UK and EU
- Knowledge and understanding of supporting and implementing best-practice within a business with corporate compliance matters (for example, in relation to anti-bribery, anti-modern slavery and/or corporate governance)
- An understanding of Safeguarding, particularly in a sporting and charitable setting, would be advantageous

TECHNICAL SKILLS

- Strong and proven competency in advising in relation to data protection, privacy and information security matters
- Ability to implement and maintain effective data protection, privacy and information security practices and procedures
- Strong analytical and research skills
- Good Microsoft 365 skills

GENERAL SKILLS & ATTRIBUTES

- Excellent organisational skills, attention to detail and an ability to learn quickly
- The ability to work flexibly and adapt accordingly to achieve defined deadlines
- The ability to prioritise work effectively and recognise when to escalate an issue
- Pragmatic and risk based approach to day-to-day issues
- Lead by example by contributing to promoting the principles of the EFL:
 - a) **Everybody Working Together** - We are one team supporting each other and collaborating on our shared goals.
 - b) **Fairness & Equality** - Being consistent and inclusive for everyone - showing respect.
 - c) **Listening & Learning** - Communicating with trust and honesty - growing as individuals and enabling others to do so too.



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 as well as their understanding of, and responsibilities to, Safeguarding. 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.

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 apply for the role, please apply via the following link: [82 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 applications, please go to: [Vacancies - EFL \(English Football League\)](#)

efl.com

