

# FOOTBALL SYSTEMS AND ANALYSIS ADMINISTRATOR

Candidate Brief

**DEPARTMENT:**  
Football Systems

**REPORTING TO:**  
Football Systems and  
Analysis Manager

**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.

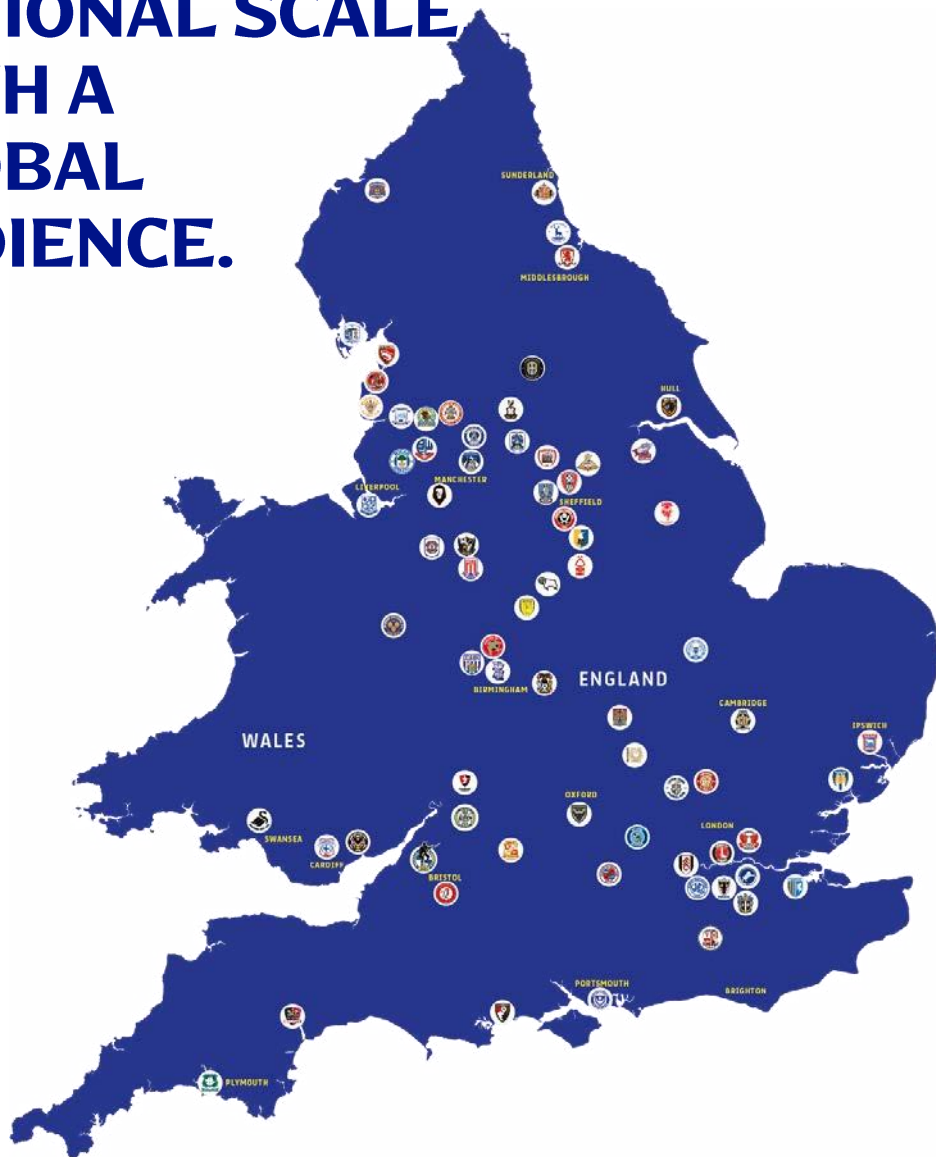
It is responsible for administering and regulating the Sky Bet EFL, Sky Bet Play-Offs, Carabao Cup and Bristol Street Motors Trophy competitions, plus youth and reserve team football.

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 46.7 million people, 80% 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 **400 MILLION** across **187 COUNTRIES**



# BRISTOL STREET MOTOR TROPHY FINAL 2024

# WINNERS



## Football Systems and Analysis

The Football Systems and Analysis Team supports all football systems that underpin the work of the EFL, including the Football Administration System (FAS) and associates Club applications via the Portal. It also continues to provide data and analysis across those sectors in support of the EFL's wider strategies and Club's.

The Football Systems and Analysis Team sits within the Governance and Legal Team. The Governance Team is responsible for monitoring the ownership of the 72 EFL clubs whilst the Legal Team supports the business with a range of legal and regulatory matters.



# EFL GROWTH TRAJECTORY



## AUDIENCE

Highest volume of live broadcast output of any UK sport (1,050 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...



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## JOB PURPOSE

The Football Systems & Analysis Administrator is responsible for supporting the organisation's Portal Administration tasks and Analysis functions. This position combines data management, administrative duties, project management and technical support with hands-on learning opportunities.





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# KEY RESPONSIBILITIES

The successful candidate will be expected to take responsibility for supporting the organisation's Portal Administration tasks and Analysis functions:

## DATA MANAGEMENT AND ADMINISTRATIVE SUPPORT

- Data entry, data cleansing and data validation tasks to maintain the accuracy and integrity of the organisation's data
- Assist in updating and maintaining databases, spreadsheets, and other data management tools
- Generate standard reports and assist in creating ad hoc reports to support various departments' data needs
- Collaborate with team members to ensure data consistency and accuracy across all platforms and systems
- Provide general administrative support, including managing schedules, organising meetings, and preparing documentation
- Maintain digital and physical filing systems, ensuring documents are correctly filed and accessible
- Assist with handling correspondence, such as emails and phone calls, and directing inquiries to the appropriate team members
- Support the coordination of events, workshops, or training sessions, including logistical arrangements and participant communication

## FOOTBALL SYSTEMS MANAGEMENT

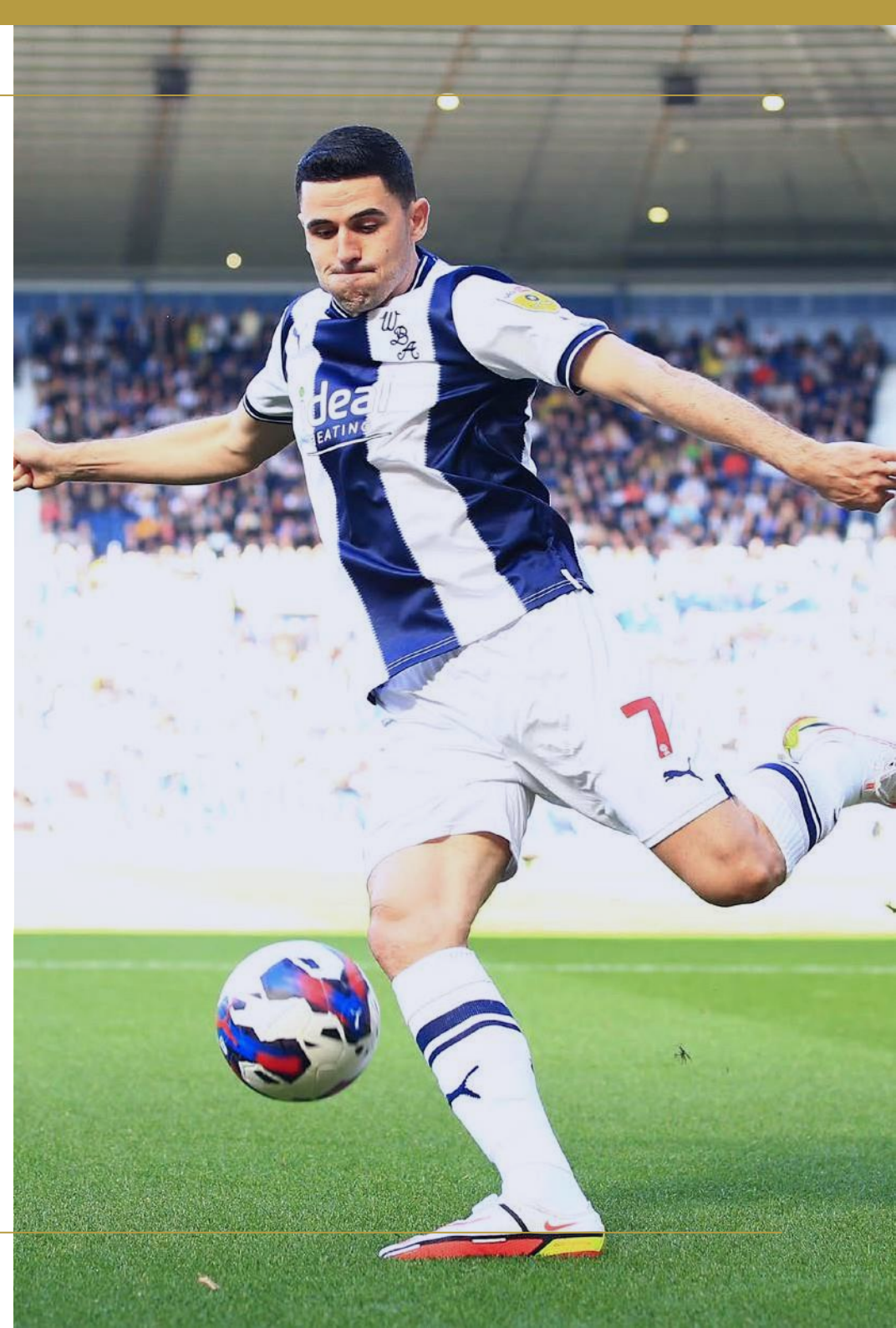
- Learn and assist in the setup, configuration, and maintenance of SharePoint sites, libraries, and lists under the guidance of experienced team members
- Management of users on the Portal and applying permissions and security settings to ensure appropriate access control
- Participate in training sessions to develop a thorough understanding of the Portal system and its administration
- User support and troubleshooting for the Portal system

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# KEY RESPONSIBILITIES

## LEARNING AND DEVELOPMENT, CONTINUOUS IMPORVEMENT AND SUPPORT

- Actively engage in training and professional development opportunities related to analysis, data management and project management
- Intranet lead for the department
- Contribute ideas and feedback to improve processes and the effective use of the Portal within the organisation
- Assist in identifying opportunities to streamline data management and administrative processes
- Support team members in developing and implementing data management best practices and analysis solutions
- Provide user support and troubleshooting for data-related queries as skills develop
- Perform other related duties as assigned by the line manager to support the overall team and organisational objectives





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# INDIVIDUAL CRITERIA

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

## KNOWLEDGE & UNDERSTANDING

- Strong problem-solving skills and a customer service orientation
- Knowledge of SharePoint or a willingness to learn and develop skills in SharePoint administration
- Competency in an administrative or data-related role
- Exposure to handling data, basic data analysis, or reporting
- Exposure to database, creating/managing users, and providing permissions
- Familiarity with data management best practices, such as data cleansing, data integrity, and data security
- Exposure to project management
- Knowledge of football and the EFL

## TECHNICAL SKILLS

- Advanced understanding of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), particularly Excel for reporting
- Familiarity with data entry, data validation, and data quality principles
- Ability to learn and adapt quickly to new software and tools
- Strong organisational skills with the ability to manage multiple tasks and deadlines effectively
- Attention to detail and accuracy in data handling and administrative tasks
- Good written and verbal communication skills, able to interact professionally with team members and stakeholders
- Ability to create and maintain clear, concise documentation
- Strong problem-solving skills and a customer service orientation

## ATTRIBUTES

- Proactive and eager to learn new skills and take on additional responsibilities
- Flexible and adaptable to changing priorities and requirements
- Ability to work well independently and as part of a team
- Maintaining composure and focus, leading to success in challenging situations
- Enthusiastic about learning and developing a career in administration, analysis and project management
- Strong work ethic and dependable, with a commitment to maintaining high standards
- Ethical and trustworthy, particularly when handling sensitive or confidential information
- Willingness to take initiative and contribute to continuous improvement efforts within the team





## OUR TEAM AT THE EFL

The EFL offers a unique opportunity to work with some of the biggest sporting competitions, clubs, commercial partnerships and media in the market.

We look for the best people who approach their work with energy, excellence and commitment.

Our employees are crucial to our success and Equality, Diversity and Inclusion are fundamental elements of building our team. Each of us has an array of qualifications, skills and life 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 achievements** – like passing an exam or completing a course
- **We celebrate personal achievements (if employees are happy to)** – like marriage celebrations and new babies!
- **We celebrate how employees work together** through a colleague nominated awards programme, everyday thanks and special recognition from our Executive Leadership Team

**T**  **GETHER**





## 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 cash 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

Please apply via the EFL website

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!





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LEAGUE TWO  
EFL

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LEAGUE ONE  
EFL

EFL TROPHY

Carabao Cup  
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PLAY-OFFS  
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EFL TROPHY  
EFL TROPHY  
EFL TROPHY

Carabao ENERGY DRINK  
Carabao ENERGY DRINK

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To submit your application please apply via the EFL website

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[efl.com](http://efl.com)



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