

Assistant Solicitor – Regulatory and Compliance

Candidate Brief

DEPARTMENT:
Governance and Legal

REPORTING TO:
Head of Legal - Regulatory

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.

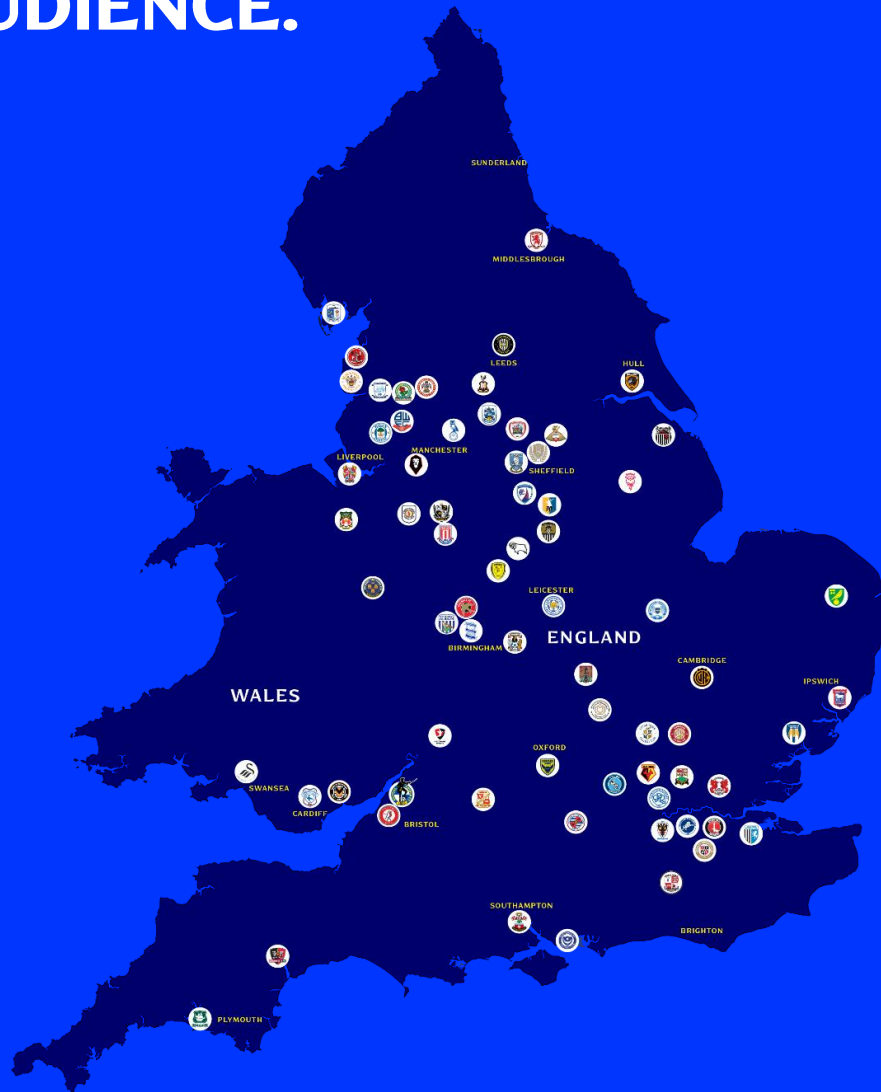
It is responsible for administering and regulating the Sky Bet EFL, Sky Bet Play-Offs, Carabao Cup and Vertu Trophy competitions, plus youth and reserve team football.

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.

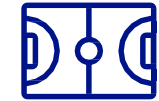


LOCAL ACTIVATION ON A NATIONAL SCALE, WITH A GLOBAL AUDIENCE.



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





EFL GROWTH AND THE LEGAL TEAM

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

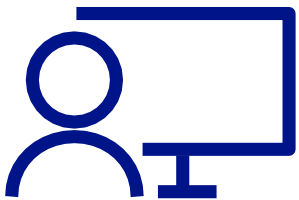
Successful implementation of a new commercial strategy has delivered record revenues across the Broadcast, Digital, Partnerships and Licensing verticals.

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.

The Legal Team sits within the wider Governance, Systems and Legal Team and supports the business with a range of legal and regulatory matters - whether contracting partners, suppliers and other commercial affiliates, or drafting, amending and taking enforcement action in relation to the EFL Regulations.

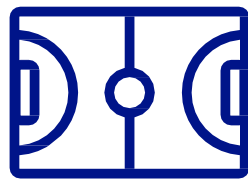
The team also assist with matters such as data protection and other areas of compliance, as well as helping with ad hoc legal or regulatory queries which colleagues and partners may have.

EFL GROWTH TRAJECTORY



AUDIENCE

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



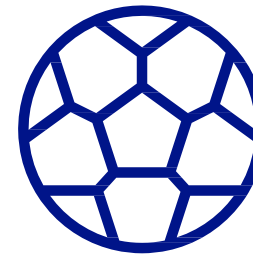
ATTENDANCE

Highest attended sports league in Europe



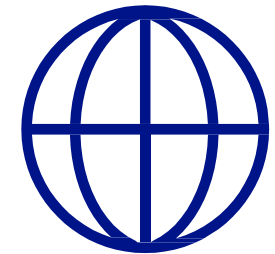
COMMUNITY

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 Legal Team sits within the wider Governance Team of the EFL, and are responsible for the following key functions:

- Legal advice and support to the wider business
- Commercial agreements
- Drafting and enforcement of EFL Rules and Regulations

The Assistant Solicitor - Regulatory and Compliance will provide general regulatory, legal, and administrative support primarily to the Head of Legal – Regulatory, but also the Group Head of Legal and wider legal team as required. That support will have a focus on the contentious and non-contentious work undertaken around EFL Rules and Regulations but will also be supplemented with wider ranging and varied tasks as required, reflecting the breadth of work undertaken by the team and the EFL.



KEY RESPONSIBILITIES

The successful candidate will be expected to assist the Head of Legal – Regulatory and wider Legal Team with a variety of regulatory, legal and administrative support as well as the below key responsibilities:

REGULATORY, COMPLIANCE & LEGAL

- Assist in the reviewing and drafting of the various EFL Articles, Rules, Regulations and supporting policies, procedures and guidance, together with advising colleagues and stakeholders in relation to the same.
- Assisting where required in the consultation of any potential EFL Rule and/or Regulation amendments with Clubs and other football stakeholders (where required).
- Support the Head of Legal – Regulatory with the preparation of documents for the AGM, EGMs and other key stakeholder meetings throughout a Season.
- Liaising where required with external solicitors, Counsel and/or experts on actions brought by or against the EFL or on non-contentious regulatory matters, including drafting instructions and attendance at meetings.
- Contributing to the review, maintenance and development of certain policies, procedures and guidance (whether internal or for the benefit of EFL Member Clubs).
- Engaging with other governing bodies, including the Premier League, The Football Association and the Independent Football Regulator on regulatory developments.

WIDER SUPPORT

- Working with the wider Governance team and other departments across the EFL, such as (by way of example only) the Club Financial Reporting Unit, Player Administration and Football Operations on the application and enforcement of applicable rules, regulations, policies and guidance.
- Assisting with the administration and preparation of documents in contentious matters, including (by way of example only) correspondence to Clubs, drafting charges and other pleadings and attendance at hearings from time to time.
- Working in conjunction with colleagues, undertaking necessary work to comply with data protection legislation.
- Assisting with the management and maintenance of relevant internal policies and procedures and guidance documents.
- Assisting from time to time in the provision of general legal advice in other areas relevant to the EFL Group's activities including commercial contracts, consumer legislation, charities law and regulations relating to advertising and promotion.
- Work proactively with the department leads to provide necessary training to internal departments as and when required.

KEY RELATIONSHIPS

The key internal and external relationships for the Assistant Solicitor
- Regulatory & Compliance to hold and develop are as follows:

INTERNAL:

Preston Office

- Head of Legal – Regulatory (Manager)
- Group Head of Legal
- Chief Operating Officer
- Assistant Commercial Solicitor
- Contracts, Risk and Data Protection Manager
- Head of Governance
- Governance Team
- Football Operations Team
- Club Financial Reporting Unit
- Communications Team

London Office

- Commercial Team
- Broadcast Team

Clubs

- EFL Clubs
- Premier League Clubs

EXTERNAL:

- EFL Suppliers
- EFL Consultants
- Governing bodies such as The FA, Premier League and Independent Football Regulator
- External Solicitors and/or experts



PERSON SPECIFICATION

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

KNOWLEDGE & UNDERSTANDING

- Strong competency in a regulatory or legal work environment.
- Preferable to have demonstrable example of working in a regulated sector, including having to draft, review and/or enforce regulations (experience in the sports sector is not essential). Some contentious regulatory experience also preferred.
- Excellent communication skills with the ability to articulate complex regulatory and legal matters to a lay audience.
- Commercial and pro-active approach to day-to-day issues.

TECHNICAL SKILLS

- Ideally a qualified solicitor authorised to practice in England and Wales.
- Open to considering applications from candidates with other equivalent qualifications (for example, CILEX) and/or experience.
- Strong analytical and research skills.
- The ability to prioritise work effectively and recognise when to escalate an issue.

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.
- Contribute to promoting equality and diversity as part of the culture of the organisation.
- Lead by example by contributing to promoting the principles of the EFL:
 - **Everybody Working Together** - We are one team supporting each other and collaborating on our shared goals
 - **Fairness & Equality** - Being consistent and inclusive for everyone - showing respect
 - **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. 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
- **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 submit your application, please apply via: [Jobs at 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 apply via: [Jobs at EFL \(English Football League\)](#)

[efl.com](https://www.efl.com)

