

Job Title	Legal Assistant
Department	Governance and Legal
Responsible to	Group Head of Legal
Location	EFL House, Preston

About the EFL

Formed in 1888, the English Football League (EFL) is the world's original league football competition and remains the largest single body of professional Clubs in European football. The League is responsible for administering and regulating the Sky Bet EFL, Sky Bet Play-Offs, Carabao Cup and Vertu Trophy competitions, as well as reserve and youth football.

With 72 member Clubs that embody the unique heritage, pride and passion of the communities they represent, the impact of EFL Clubs extends far beyond 90 minutes on matchday. Through the League's charitable arm, the EFL in the Community, EFL Clubs actively engage with the communities that surround and support them, overseeing inspiring and life-changing work via a network of almost a million participants on a year-round basis.

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 Legal Assistant will provide general legal, and administrative support to the Group Head of Legal and the Head of Legal – Regulatory.

Main areas of responsibility (included, but not limited to)

- Assist in the drafting, reviewing and administration of legal documents in support of the EFL's and EFLitC's operations
- Assisting where required in the preparation and distribution of documentation to member Clubs and other football stakeholders
- Supporting the overarching contract and regulatory management process from an administrative standpoint
- Assisting the EFL's efforts in tackling anti-piracy, including for example gathering evidence and issuing of cease-and-desist correspondence
- Assisting with preparation of changes to EFL rules and regulations and their enforcement, together with advising colleagues and stakeholders in relation to the same

- Working in conjunction with colleagues, undertaking necessary work to comply with data protection legislation
- Assisting with management and maintenance of relevant internal policies and procedures such as, for example, anti-bribery and procurement
- Work alongside other EFL group departments to gain an understanding of the football landscape from a holistic point of view, lending support where necessary

Criteria

The successful candidate will be able to demonstrate the following:

- Currently studying for or recently graduated with a degree, or legal related post-graduate qualification
- Enthusiasm to gain experience within the legal profession and specifically within the sports/football legal industry
- Excellent communication skills with the ability to articulate contractual and legal terms to a lay audience
- Excellent organisational skills, attention to detail and an ability to learn
- Strong analytical and research skills
- 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
- 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:
 - (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.

