

COMPANY SECRETARY

Candidate Brief

HOURS:
Part-Time

CONTRACT:
12 Month Fixed-Term

DEPARTMENT:
Governance and Legal

REPORTING TO:
Group Head of Legal

LOCATION:
Preston/London



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.

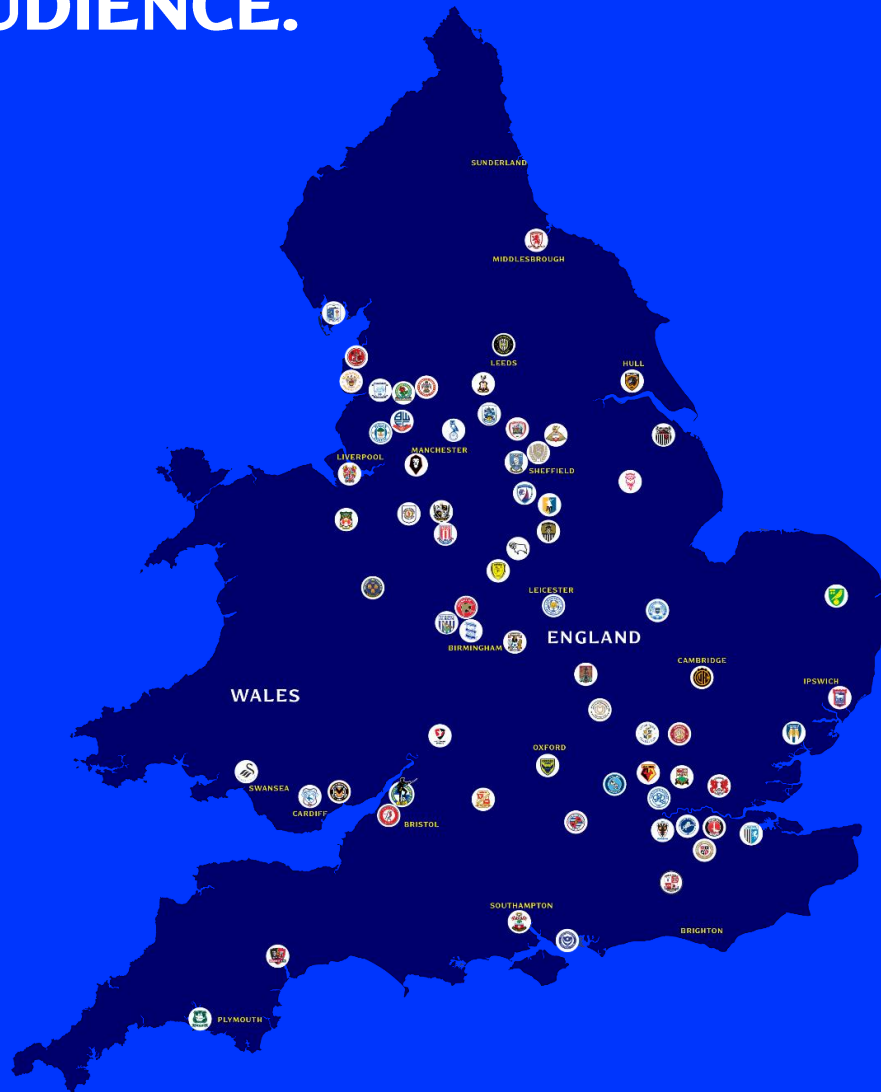
It is responsible for administering and regulating the Sky Bet EFL, Sky Bet Play-Offs, Carabao Cup and Vertu Trophy competitions, plus youth and reserve team football.

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.

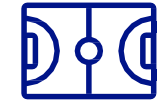


LOCAL ACTIVATION ON A NATIONAL SCALE, WITH A GLOBAL AUDIENCE.



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





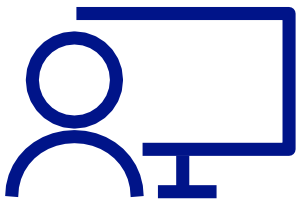
In recent seasons, the EFL has significantly developed and diversified its commercial operation.

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.

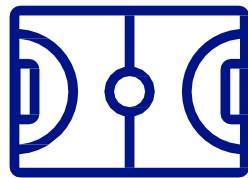
Our current commercial cycle represents an exciting opportunity for continued activation and growth.

EFL GROWTH TRAJECTORY



AUDIENCE

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



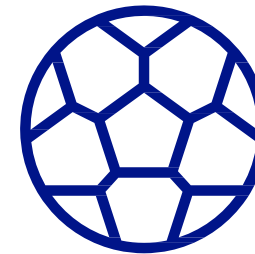
ATTENDANCE

Highest attended sports league in Europe



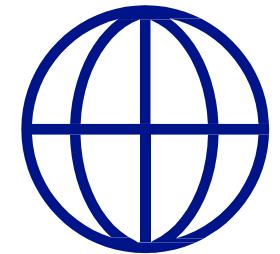
COMMUNITY

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

This Company Secretary will support the Board of Directors and Executive Leadership Team by managing governance frameworks, facilitating effective communication, and maintaining accurate corporate records in accordance with all legal and regulatory obligations.

The role will sit within the Governance and Legal team of the EFL, report into the Group Head of Legal and work across both the EFL and our charitable arm, EFL in the Community.



KEY RESPONSIBILITIES

The successful candidate will be expected to manage governance frameworks, facilitate effective communication and maintain accurate corporate records alongside the below responsibilities:

CORPORATE GOVERNANCE

- Attend EFL Group Board and Committee meetings, supporting agenda finalisation and minute-taking. This includes meetings of EFL Group companies, relevant committees, and club forums as required by the Executive Leadership Team
- Ensure compliance of the EFL Group with corporate governance codes and best practices
- Advise the EFL Group Boards and other committees on governance matters and corporate governance regulatory changes

LEGAL & REGULATORY COMPLIANCE

- Monitor and ensure compliance of the EFL Group with relevant laws (including but not limited to the Companies Act) and other statutory requirements, together with EFL and other stakeholder regulatory and corporate governance requirements
- Liaise with internal (and, where required, external) legal counsel on corporate governance and related compliance issues
- Oversee the filing of statutory documents and reports with Companies House and other regulatory bodies on behalf of EFL Group corporate bodies

BOARD & EXECUTIVE SUPPORT

- Liaise between the Board and executive management teams of the respective EFL Group companies
- Support onboarding and training of new Board members
- Maintain confidentiality and integrity in all Board communications

RECORDS & DOCUMENTATION

- Maintain accurate and up-to-date records of Board resolutions, minutes, and statutory registers across the EFL Group
- Manage the EFL Group's other legal documentation related to corporate governance and compliance, and make all required legislative and regulatory filings

STAKEHOLDER RELATIONS

- Assist the EFL Business Operations Team, where required, in relation to communication with member clubs, shareholders, and external partners
- Coordinate key shareholder events including but not limited to the EFL Group companies Annual General Meetings and Extraordinary General Meetings
- Collaborate with the EFL Business Operations Team to the develop and implement risk management and related policies across the EFL Group, specifically in relation to corporate governance matters
- Ensure governance frameworks are aligned with risk mitigation strategies



PERSON SPECIFICATION

ESSENTIAL

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

KNOWLEDGE & UNDERSTANDING

- Proven competence in a governance or related legal role, ideally within a regulated industry
- Strong understanding of UK corporate law
- Strong grasp of UK company law
- Understanding of GDPR and data protection , anti-money laundering and other compliance frameworks
- Understanding of public perception and media scrutiny in high-profile decisions
- Able to think and act with integrity and impartiality

TECHNICAL SKILLS

- Qualified Company Secretary (e.g., ICSA/CGI), current or previous qualified solicitor, legal executive or similar, or equivalent legal/governance qualifications
- Excellent communication and interpersonal skills
- Strong working knowledge of the Microsoft 365 applications
- Strong attention to detail and proactive approach
- Ability to understand and compile detailed records of complex discussions
- Excellent relationship management skills – able to bring people together and understand all viewpoints

GENERAL SKILLS & ATTRIBUTES

- Ability to work under pressure and manage sensitive information
- Extremely organised – able to organise themselves and others in a fast paced and pressurised environment
- Lead by example by contributing to promoting the principles of the EFL:
 1. **Everybody Working Together** - We are one team supporting each other and collaborating on our shared goals
 2. **Fairness & Equality** - Being consistent and inclusive for everyone - showing respect
 3. **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

