



## **GAMES PROGRAMME MONITOR**

### **Bedfordshire area**

#### **Casual/Flexible Basis**

#### **£80 per fixture**

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The successful candidate will be responsible for checking Academy players in each match-day squad have an EFL ID Card, checking relevant match-day paperwork and completing reports to the EFL.

The successful candidate will be required to attend match-days at Northampton and Cambridge.

The successful candidate will be able to demonstrate the following essential requirements:

1. An understanding of the EFL and its 72 member clubs and the wider Football Family.
2. Experience of a football Academy environment
3. Strong communication and written skills and the ability to develop constructive working relationships with both within and external to the organisation.
4. A confident and professional manner
5. Examples of self-motivation and the ability to work on own initiative
6. Diligent work ethic
7. Excellent attention to detail
8. Microsoft Office skills, an intermediate knowledge of Excel, Word and Outlook.
9. Ability to travel to and from fixtures and events
10. Able to work pro-actively and on own initiative
11. Have access to own transport vehicle

Advantageous:

1. Knowledge of the EFL EPPP
2. Previous experience of events administration

#### **Inclusion Statement**

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.

### **Safeguarding Statement**

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.

For a full job description and application form, please visit [www.efl.com](http://www.efl.com). Completed application forms should be returned to [jdexter@efl.com](mailto:jdexter@efl.com).

Successful candidates will be subject to an IR35 and DBS check.

**Closing Date:**

**4<sup>th</sup> November 2021**

**Interview Date:**

**To be confirmed, held via Microsoft Teams**