<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Business Operations Personal Assistant</th>
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<td><strong>Department</strong></td>
<td>Business Operations</td>
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<td><strong>Responsible to</strong></td>
<td>Head of Business Operations</td>
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<tr>
<td><strong>Location</strong></td>
<td>EFL House, Preston</td>
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**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 Papa John’s 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 Trust, 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 Business Operations Personal Assistant will assist the Business Operations Department in the day-to-day management of Club administration, internal and external meeting planning, minute taking and diary management providing high quality administrative and Executive level support.

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

- Management and scheduling of internal and external meetings such as Board Sub-Committees, Working Groups and Club Meetings both in person and via Microsoft Teams (or equivalent), including all practical meeting requirements – venue, paperwork, refreshments etc.

- To attend and minute internal and external meetings as required.

- Filtering of general information, queries, telephone calls and invitations as required.

Administrative support to members of the Executive Leadership Team when required including:

- Diary and email inbox management

- Booking of meetings, travel and accommodation as required

- Preparation of meeting documents, including agendas and associated paperwork, and the effective management of such documentation; and

- Management of monthly ELT expenses
**Other tasks and duties:**

- Assist with coordination of any office wide requirements or initiatives/projects on behalf of the Business Operations Department.
- Continually review and develop processes to ensure the department provides the best service to internal and external stakeholders.
- To utilise, maintain and develop systems currently utilised by the EFL and other relevant stakeholders such as the Portal system and Intranet system via SharePoint.
- To promptly make reports to the Head of Business Operations in connection with any matter that may have an ongoing effect on the Department or where relevant, the EFL as a whole.
- To maintain a professional, business-like approach when representing the EFL with both internal and external stakeholders, ensuring the reputation of the EFL is maintained and enhanced at all times.
- Any other duties as identified by the Head of Business Operations

**Person Specification**

The successful candidate will be able to demonstrate the following:

1. Previous experience of a PA / EA or office manager type role at Executive or Board level
2. Advanced knowledge and experience of all Microsoft 365 packages (Microsoft Teams, Word, Excel, Power Point, SharePoint etc).
3. Excellent organisational skills with acute attention to detail and the ability to develop constructive working relationships both within and external to the organisation.
4. Deadline driven to ensure projects and reporting requirements are delivered on time
5. Exceptional written and verbal communication skills.
6. The ability to forward plan alongside being able to react to situations quickly and effectively.
7. Examples of self-motivation and the ability to work on own initiative
9. Team working skills and ability to work productively and positively within a team.
10. Excellent interpersonal skills including proven experience of influencing individuals and decision makers at all levels.
11. Contribute to promoting equality and diversity as part of the culture of the organisation

12. The ability to travel to other locations across the UK as and when required

**Advantageous**

1. An understanding of the EFL and its 72 member clubs

2. Previous experience gained in a sporting industry

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<tr>
<th>Last updated</th>
<th>November 21</th>
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<tr>
<td>By</td>
<td>Denise Wood, Head of Business Operations</td>
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