



Job Title	Commercial Contracts Officer
Department	Governance and Legal
Responsible to	Heads of Legal – Commercial
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 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.

The EFL's Governance Department

The legal team sit within the Governance Department of the EFL, and are responsible for the following key functions on behalf of the EFL:

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

Main areas of responsibility

- You will provide general contractual, legal, and administrative support primarily to the Head of Legal – Commercial, but also the Chief Operating Officer and wider legal team as required. That support will be wide ranging and varied, reflecting the breadth of work undertaken by the team but will include the following:
 - Assisting in the drafting, review, and negotiation of commercial agreements. This may include, for example, NDA's, terms, and conditions of supply and/or purchase, hire agreements, consultancy, software as a service (SaaS) and other IT related agreements, and wider contracts in support of the EFL's operations.
 - Assisting where required in the preparation, distribution, and management of agreements with member Clubs and other football stakeholders.
 - Supporting the business in contracting for operational projects, including helping colleagues with standard form templates where applicable.
 - Supporting the overarching contract management process and help further develop and ensure compliance with EFL procurement policies where applicable.
 - Assisting the EFL's efforts in tackling anti-piracy, including for example gathering evidence, and issuing of cease-and-desist correspondence.



- Reviewing and communicating key terms from contractual and other legal documents to project owners across the business.
- Assisting with the distribution, recording, filing and archiving of fully executed contracts and amendments.
- Assisting in the provision of general legal advice in other areas relevant to the business including football regulatory legal work, consumer legislation, and regulations relating to advertising and promotion.
- Working in conjunction with colleagues, undertaking necessary work to comply with data protection legislation. For example, support with subject access requests, data protection impact assessments and compliance with internal policies and procedures.
- Assisting with development, management and maintenance of relevant internal policies and procedures such as, for example, anti-bribery and procurement.
- Work proactively with the department leads to provide necessary training to internal departments such as commercial as and when required

Person Specification

The successful candidate will be able to demonstrate: -

1. Legal and contract training, knowledge, and experience
2. Strong experience of reviewing, negotiating, and drafting a range of commercial agreements
3. Excellent organisational skills, attention to detail and an ability to learn quickly
4. Strong analytical and research skills
5. The ability to work flexibly and adapt accordingly to achieve defined deadlines
6. The ability to prioritise work effectively and recognise when to escalate an issue
7. Commercial and pro-active approach to day-to-day issues
8. Contribute to promoting equality and diversity as part of the culture of the organisation
9. Excellent communication skills with the ability to articulate contractual and legal terms to a lay audience

Advantageous

1. Knowledge of data protection legislation
2. Intellectual property (particularly copyright) and/or litigation knowledge and experience
3. Familiarity with commercial issues affecting football at a domestic level
4. Knowledge of the EFL, its 72 member clubs and the wider footballing family



Last updated	October 2022