



JOB DESCRIPTION

Title: Games Programme Monitor

Base: Regional Based and may involve travel to central locations

Hours: Casual/Flexible basis

Formed in 1888 by its twelve founder members, the EFL (English Football League) is the world's original league football competition and is the template for leagues the world over. With 72 member Clubs, it is also the largest single body of professional Clubs in European football and is responsible for administering and regulating the Carabao Cup, Papa Johns Trophy and the Sky Bet Play Offs, as well as reserve and youth football. EFL, through its charity the EFL Trust, also oversees the inspiring work of its 72 Clubs' community teams, engaging with more than 1.5million people every season.

Our employees work together as an integrated team, under the leadership of the Chief Executive Officer. Employees have key objectives to offer the highest standard of service and administration to the Clubs within the EFL; maximise income available through sponsorship, television rights and advertising; and enhance and protect the reputation of the EFL and its competitions both on and off the pitch.

PURPOSE

The EFL are seeking Games Programme Monitors (GPM) to support the implementation of the Player Recognition System (PRS) at EFL Academy Games Programme fixtures and events. The PRS is a new protocol and is aligned to the values of the Elite Player Performance Plan (EPPP). Among the protocols objectives it aims to enhance the safety and regulation of the EFL Academy Games Programme. One of the ways in which it aims to do this is by issuing every Academy Player with an ID card. GPMs will assess and support Clubs adherence to this new protocol.

The EFL's remit and responsibilities also extend to supporting and providing a framework for youth development, protecting the organisation's intellectual property, supporting the wider game and community programmes, undertaking international development work and liaising with governing bodies and other leagues.

MAIN ROLE AND RESPONSIBILITIES

1. Responsible for checking Academy Players in each match-day squad have an EFL ID card.
2. Obtaining and checking relevant match-day paperwork such as team sheets, trialists, fixture administration
3. Completing and submitting a fixture/event report to the EFL.
4. Any other checks and/or duties deemed necessary by the EFL.

PERSON SPECIFICATION

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

Advantageous:

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

This role is subject to an IR35 check and criminal records check.

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.