GOVERNANCE MANAGER
EFL House, Preston

35 hours per week

£40,000 - £45,000 per annum, dependent on experience + benefits

The Governance Manager will have overall responsibility for managing ownership controls at EFL Clubs, Changes of Control, Administration of the Owners and Directors Test and Risk Register.

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

1. Experience of undertaking investigatory reviews.
2. Strong analytical and logical thinking skills.
3. Strong administrative and organisational skills.
4. Excellent written and verbal communication skills and the ability to develop constructive working relationships both within and external to the organisation.
5. A comprehensive understanding of the Data Protection Act and Confidentiality issues.
6. A proven ability to work under pressure to tight deadlines.
7. Examples of self-motivation and the ability to work on own initiative.
8. Attention to detail when dealing with data and data reports.
9. Adaptability and the ability to positively respond to change.
10. Sound knowledge and experience of Microsoft packages.

The EFL is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment 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.

For a full job description and application form, please visit www.efl.com. Completed application forms should be returned to jdexter@efl.com.

Closing Date: Friday 18th December, 5.00pm

Interview Date: January 2021 via Microsoft Teams