JOB DESCRIPTION

Title: Governance Manager

Organisational Base: EFL House, Preston

Reporting to: Governance and Legal Director

Hours: 35 hours per week

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 Sky Bet EFL, Carabao Cup and Papa John's trophy, as well as reserve and youth football. The EFL, through its charity the EFL Trust, also oversees the inspiring work of its 72 Clubs’ community teams, engaging with more than 1.5 million people every season.

GOVERNANCE DEPARTMENT

The Governance Department is responsible for the following key functions on behalf of the EFL:

• Enforcement of EFL Rules and Regulations
• Legal advice and support to the wider business
• Monitoring the ownership and control of Clubs
• Registration of all Players, from youth level to professional contracts
• Monitoring of appearance data via team sheets

PURPOSE

The Governance Manager will have overall responsibility for managing

a. Ownership controls at EFL Clubs
b. Changes of Control
c. Administration of the Owners’ & Directors’ Test
d. Risk Register

MAIN ROLE AND RESPONSIBILITIES

1. Overall management of the Governance functions of the department, and in particular to:

   a. lead the work of the EFL in the area of club ownership reporting
   b. management and operation of the EFL’s Owners’ and Directors’ Test
   c. Company Risk Register

2. Actively engaging with all Clubs to assist each in respect of their obligations to report under the Regulations – implementing a preliminary assessment process prior to the commencement of each Season, and thereafter ongoing assistance and monitoring.
3. Undertaking assessment of all Club submissions, and liaising closely with the EFL Finance Department on linked areas of ownership and funding.

4. Working alongside the Regulatory Solicitor, ensuring compliance with the Regulations in general but, in particular, the Owners’ and Directors’ Test and Disclosure of Ownership requirements. This will include, as appropriate, participation in formal investigations under the EFL Regulations in relation to possible breaches of the EFL Regulations.

5. To provide management with structured and ad hoc reports to include key Management Information on matters under the control of the Governance Department.

6. Keep up to date with the changing data requirements of the nominated suppliers and, ensuring that any and all changes are implemented and communicated to partners.

7. To undertake any other duties as required by the Governance and Legal Director.

**PERSON SPECIFICATION**

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.