



<b>Job Title:</b>	Head of Equality Diversity, and Inclusion
<b>Responsible To:</b>	Head of Policy
<b>Responsible For:</b>	Equality, Diversity & Inclusion team
<b>Location:</b>	Preston

Formed in 1888 by its twelve founder members, the English Football League (EFL) 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 League, 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.

The EFL is taking steps to become a more inclusive employer, by integrating Equity, Diversity & Inclusion into all aspects of the business. We hope by doing so, we can attract the very best in diverse talent and create a more inclusive culture, where people come to work feeling comfortable in being their authentic selves, allowing the EFL to continuously enrich our workforce, evolve how we work and embrace difference in thought and ideas. So we can become fully representative of our local community and fan base we serve.

### **Purpose**

The EFL are firmly committed to championing equality, diversity, and inclusion (EDI), and using the power and popularity of the League to champion EDI issues in football. The Head of EDI will be responsible for determining and delivering the EFL's strategic approach in this critical area and leading a dedicated team to deliver the EFL's EDI objectives across its competitions and clubs. Working in conjunction with key stakeholders across the football family and external agencies, the Head of EDI will set the strategic direction and provide expert advice and guidance to the EFL and its clubs,

### **Main Responsibilities**

1. To create a vision for EDI for the EFL and lead the business to be a beacon of good practice on all EDI matters, ensuring that the organisation constantly leads the way in an ever-changing landscape.
2. Identify, create, develop and strengthen strategic partnerships with equality organisations, the football authorities and other external stakeholders, sharing knowledge, information, experience and best practice.
3. To act as a spokesperson on EDI issues on behalf of the EFL in the media, conferences, roundtables and other public events.
4. To develop and devise the EFL's strategic approach to EDI, identify and deliver key actions in order to ensure that professional football is a progressive environment in which all individuals have the ability to be a success.



5. To lead, inspire and motivate a small team of people working nationally to deliver the EFL's EDI ambitions and strategies across 72 professional football clubs and across the EFL itself.
6. To lead and inspire clubs to deliver best practice on EDI matters. Implement and oversee the delivery of the EFL's Code of Practice at club level and build a team of regional support staff to support and challenge clubs to excel in this area.
7. To review, develop and implement strategies, policies and procedures within the EFL, advising the EFL Board and Executive team in a timely and appropriate manner.
8. 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.
9. To maintain and develop knowledge and skills relevant for the position through regular training and professional development.

## **PERSON SPECIFICATION**

1. A natural leader with the ability to engage, lead and inspire those they work with. Good management skills, including the ability to direct, organise, schedule and budget for a variety of projects and partner matters often at the same time.
2. Significant experience of working in a related environment with a high level of knowledge of the contemporary EDI landscape including areas of under-representation in football, relevant legislation, regulatory frameworks and best practice.
3. High level of integrity with the ability to deal with sensitive and confidential matters.
4. A proven track-record of delivering successful EDI work and delivering real change in a comparative sector (sport or non-sport).
5. Experience of creating, developing and implementing policies and procedures across a range of internal and external stakeholders.
6. Experience of managing and undertaking a programme of audits across a wide range of internal and external stakeholders.
7. Excellent interpersonal and reporting skills including proven experience of influencing decision makers at all levels.
8. Excellent organisational skills, commitment to teamwork, and approach to partnership delivery and activation. Creative in thinking, with a flexible, pragmatic approach to problem solving and negotiation.
9. Enthusiastic and self-motivated.
10. The ability to create, develop and maintain positive working relationships and to work in a collaborative manner with internal and external stakeholders. Evidence of a person-centered approach with an understanding of the rights, needs and best interests of groups currently under-represented within the EFL and its clubs.



11. Exceptional communication skills, the ability to consult effectively with stakeholders and collaborate in a way that helps deliver meaningful change.
12. Flexible approach to work and the ability to work under pressure to tight deadlines.

### **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.