



## WHO ARE WE

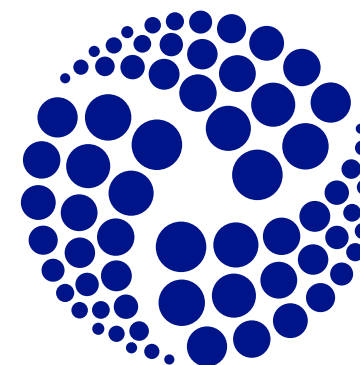
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**The EFL Trust is the charitable arm of the English Football League (EFL) and was established in 2008 to oversee the remarkable and diverse work of EFL's Club Community Organisations (CCOs).**

During the year, day to day management of the charity is delegated by the Board of Trustees to Cathy Abraham (Interim Chief Executive Officer) and the Senior Leadership Team (SLT). The SLT is responsible for the overall running of the EFL Trust, including the sanction of organisation policies, investments, and recruitment decisions.

The Senior Management Team (SMT) includes the three members of the SLT and six Department Heads. The EFL Trust Senior Management Team is responsible for driving forward and delivering the strategy of the EFL Trust with their fantastic teams across the business.

The EFL Trust team is proudly supported by our staff advisory form, including representatives from across all our teams to support the Senior Management Team with team events and contribute to a variety of decisions and ideas for the business. We also proudly support the Wellbeing Group, who represent staff on all matters relating to their health and wellbeing.



**EFL**  
**TRUST**











6. To support the on-boarding of new delivery partners to the programme, ensuring they are fully prepared prior to their first academic year of delivery.
7. To prepare performance and quality reports as required for internal use and for external stakeholders.
8. Develop monitoring and evaluation measures for EFL Trust HE programmes.
9. Working with the Head of Education and Employability to support the contracting and contract variation process with subcontractors.
10. To ensure Safeguarding, Data Protection, Health & Safety and other organisational requirements are embedded within the USW HE programmes.
11. To ensure good quality case studies and stories are shared with Marketing to support the promotion of the programmes.
12. To undertake any other duties as required by the Head of Education and Employability.

### Special Requirements of the Role

- Regular regional and occasional national travel with potential for some evening and weekend working.
- Occasional requirement for overnight stays.
- A suitable home office with broadband access.
- This role is subject to a criminal records check.





# PERSON SPECIFICATION

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**The successful candidate will be able to demonstrate the following knowledge, skills and attributes that are key to the role:**

- Qualified to Level 6 or above.
- Mentoring or Study Skills Qualifications/Experience.
- Knowledge of the Higher Education sector, and the student journey.
- Experience of managing people and projects to successfully achieve KPIs.
- Experience of managing delivery in a supply chain, including implementation with new partners and capacity building.
- Experience in providing academic support, whether in direct teaching or a pastoral role.
- Experience carrying out research projects.
- Familiarity with community football and or another sports coaching environment.
- Experience and understanding of contracts and the application of contract requirements.
- Experience of writing high quality reports for a range of audiences.
- Experience of teaching and/or studying on a higher level blended learning programme.

**It would also be advantageous to have:**

- High levels of emotional intelligence and empathy.
- Ability to manage workload and prioritise tasks, including those of direct reports.
- High level organisational and administrative skills with acute attention to detail.
- Good IT skills, particularly Microsoft Excel, and Outlook.
- Passionate about people and have a genuine respect for views, talents and expertise of others.
- Lead by example and act with integrity at all times.
- Ability to innovate and inspire with a willingness to take calculated risks and challenge the norm.
- Committed to continuous improvement, strive to deliver the best possible outcomes.

The successful candidate must also be able to demonstrate alignment with the EFL Trust core values.

# SAFEGUARDING AND INCLUSION STATEMENTS

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## 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.

## Inclusion Statement

The EFL Trust 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.

We are taking steps to become a more inclusive employer, by integrating Equality, 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 Trust 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.

# RECRUITMENT PROCESS

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## STAGE 1

Submit your application form

## STAGE 2

First interview

A face-to-face discussion for both parties to find out more about each other and to understand your suitability for the role – allowing you to showcase your knowledge and skills

## STAGE 3

Second interview

You will have an opportunity to meet with other members of the EFL Team

## STAGE 4

Offer



