



ABOUT THE ORGANISATION

The Professional Footballers Association (PFA) is the union for all current and former footballers and scholars in the Premier League, the Women's Super League and English Football Leagues.

We are committed to helping each member understand their purpose both as a professional player and a person. We provide the information, advice and support you need to help maximise the opportunities that come with playing professional football.

We're the only football organisation that solely prioritises players' needs. We offer a variety of educational, financial and wellbeing support services.

Throughout our history, the PFA has been instrumental in supporting the women's game, decreasing mental health stigma across the sport, leading the fight against discriminatory abuse of players and pushing for research into the links between neurodegenerative conditions and playing football.

We proudly amplify the players' voice to ensure their views are represented to the game's stakeholders and governing bodies.

We also protect and enhance their rights and working conditions by holding stakeholders and governing bodies to account.

Our team is passionate about helping footballers navigate personal or professional challenges, and we use our own experiences to relate to players and help prepare them for the future.

We are here to protect and support players, for football and for life.

EQUALITY, DIVERSITY AND INCLUSION (EDI) PLAYER SERVICES EXECUTIVE – WOMEN'S FOOTBALL (Maternity Cover 9-12 months)

- Position Type: Full time, maternity cover
- Location: This role is predominantly operational and, on the road and supports a large network of clubs. The PFA have offices in Manchester and London, and we are flexible in terms of where your 'home' office will be. This is a hybrid role and so regular attendance in the office will be required alongside remote/ home working.
- Salary: Competitive remuneration package plus generous benefits

PURPOSE AND SCOPE

The PFA is currently looking for a Player Services Executive who will assist in the growth of the PFA's Women's Football Department.

The role will conduct regular visits to allocated FA Women's Super League (FAWSL) clubs to develop relationships with the PFA members at these clubs and promote the PFA generally.

The 'Women's Football Department assists PFA members with advice and signposting in the following areas:

- The benefits and services of the PFA
 - The rules and regulations of FIFA, The Football Association (FA), Premier League (PL), English Football League (EFL) & Women's Super League (WSL)
 - The standard players contract
 - The England contract
 - Contractual & Employment disputes
 - Agents and Intermediaries
 - Career ending injury
 - Further PFA benefits, including: Education, Coaching, Player Welfare and Mental Health, Equality, Diversity & Inclusion, Community and CSR services
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- Supporting the implementation of the EDI Strategy in relation to ongoing and arising issues for players.
 - Supporting the work of the Director of Women's Football regarding player employment issues including those relating to the standard playing contract, FA Disciplinary issues, providing advice and guidance regarding current FIFA, UEFA, Football Association and WSL rules and regulations.
 - Supporting the work of the Director of Women's Football regarding enquiries from current and former PFA members applications for PFA support, including areas such as benevolent, education, accident, welfare and well-being, coaching, EDI and liaising with the relevant PFA departments.
 - Representing the PFA in all matters related to your role in the media and to stakeholders.

KEY RESPONSIBILITIES

The role will provide support to the Director of Women's Football as part of a team of executives and signpost to other PFA departments where necessary. The responsibilities will include but are not limited to the following;

- Develop good relationships with PFA delegates and members at their designated professional football clubs.
- Offer independent advice to members regarding contracts, regulations, unpaid remuneration, etc.
- Keep accurate records on enquiries and support the Director of Women's Football with the management of data.
- Raise awareness of the PFA and its services and benefits.
- Advise and represent current and former members at internal grievance and disciplinary meetings at clubs and at FA Disciplinary Commissions when charged with breaching their Rules.

- Respond to members and former members regarding medical assistance through the PFA Accident Fund and rehabilitation through the PFA's Rehabilitation and Treatment Centre at St. George's Park.
- Advise, liaise and submit claims on behalf of members to the PFA's Personal Injury and Illness (career-ending injury) Insurance Scheme.
- Offer initial advice and signposting of queries from current and former members to the CSR, Education, Coaching, Head Injuries / NDD, Equalities, Commercial and Player Welfare Departments of the PFA.
- Organise regular player meetings at clubs to promote the benefits and services available to PFA members and undertake the PFA Player of the Season ballot and the FIFA/FIFPro World 11 ballot.
- Develop and maintain strong relationships with key staff at their designated clubs (manager, coaches, Secretary, CEO, etc.)
- Develop a robust knowledge of the Rules and Regulations of FIFA, FA and WSL and the processes and procedures that apply within professional football
- Contribute ideas and initiatives for departmental improvements and growth.
- Undertake training that correlates to the role of a Player Services Executive.
- Support and promote the work undertaken by the PFA.
- Attend regular meetings with women's football department staff.

SKILLS AND REQUIREMENTS

ESSENTIAL:

- An understanding of the professional game and the pressures and demands placed upon both current and former PFA members.
- Empathy and an understanding of the work of the PFA.
- An ability to form positive relationships at all levels and across stakeholders.
- Strong interpersonal skills, ranging from 1:1 situations, presenting to groups of players and front facing to speak publicly to media and broadcasters
- Strong organisational and administration skills and ability to create content for presentations to be delivered to groups. Also be capable of producing written reports on your work to senior PFA staff members upon request.
- A high level of integrity and confidentiality.
- Capable of working alone, with discipline and managing your time effectively.
- A full UK driving license

DESIRABLE:

- Experience of working in professional football or other sports.
- Good working knowledge of the Standard Players' Contract and, FA, PL and EFL Rules and Regulations (training provided).
- Language skills.
- Expertise in specific areas related to the core services provided by the PFA.
- Undergraduate degree in related fields.
- Additional spoken languages

HOW TO APPLY

To apply, please email an up-to-date CV, Covering Letter (which expresses your motivation for the role and highlights your relevant experience) to: recruitment@thepfa.com

- The closing date for applications is: 5pm, Monday 27 May 2024

The PFA is an equal opportunities employer. Our employment policies for recruitment ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.