



JOB DESCRIPTION

Job Title:	Risk & Compliance Coordinator
Hours of Work:	35 hours per week
Location:	Royal Liver Building
Responsible to:	Risk & Assurance Manager
Grade	5
DBS Required:	No

Role Summary

The role involves supporting the Risk & Assurance Manager in managing the Club's insurance portfolio, and performing due diligence checks on suppliers and prospective commercial partners.

Supporting the delivery of compliance activities across the Club and taking a key role in managing the Club's 'Safe to Operate' Compliance Framework, providing assurance to the Board, Senior Executive Team and Governance, Risk & Audit Committee that the Club's key compliance requirements have been met.

Key Responsibilities

Compliance

- Support the Risk & Assurance Manager in the delivery of the Club's 'Safe to Operate' Framework, including a review and validation of completed declarations.
- Builds strong working relationships with management at all levels and secures buy-in to the 'Safe to Operate' Framework, including working closely with and directly supporting ELT.
- Undertakes periodic compliance checks to ensure that the Club is effectively managing its key compliance risks.
- Produces high quality reports summarising the results of compliance checks.
- Supports management in developing strategies to address areas of non-compliance.

Due Diligence

- Undertakes timely due diligence checks on prospective commercial partners and key suppliers, producing high quality reports setting out findings to support critical Board-level decision making.
- Reviews due diligence checks undertaken by Finance to ensure any material risks or issues



have been identified and addressed.

Insurance

- Supports the Risk & Assurance Manager, in managing the Club's insurance portfolio, including:
 - Liaising with the Club's brokers and senior broker management on insurance matters
 - Processing motor and liability claims
 - Monitoring premium and deductible spend and reconciling against invoices received
 - Supporting the annual renewal process
 - Dealing with insurance queries
 - Coordinating and administering Insurance Committee meetings
 - Producing the annual insurance report

Risk Management

- Support the Risk & Assurance Manager in the delivery of risk management at the Club, and an ambassador for effective risk management across the Club with a focus on compliance, insurance and due diligence risks.

Other Responsibilities

- Provides support to the Legal, Risk & Governance Team as priorities and workload require.
- Takes responsibility for personal performance and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.
- Encourages and promotes the values of Everton Football Club and to comply with the required standards of conduct and so promotes the Club within the community by acting with integrity and honesty.
- Promotes, adheres to and implements the Club's Equality and Diversity Policy and works consistently to embed equality and diversity within the Club.
- Ensures that all work is completed on a priority basis, and work meets a high degree of professionalism, quality and craftsmanship.
- Attends staff meetings as required.
- Attends training courses and external seminars and meetings as appropriate/required.





PERSON SPECIFICATION

Skills & Abilities

Essential

- **Relationship building** - ability to build strong working relationships with internal and external stakeholders at all levels.
- **Interpersonal skills** – ability to work closely and directly support senior management across the Club.
- **Analytical skills** – ability to analyse and manipulate complex data effectively.
- **Reporting** – ability to produce reports and management information to a very high standard.
- **IT** – very strong IT and Microsoft Office skills including Word, Excel and PowerPoint.
- **Communication** – a confident and professional communicator.
- **Trusted Advisor** – ability to secure the trust of stakeholders and foster a supportive approach to assurance activity.
- **Working under pressure** - ability to remain calm under pressure and work to deadlines.
- **Autonomy & flexibility** - ability to work flexibly and under own initiative to achieve objectives and also as a member of a team.
- **Attention to detail** – very high standards of accuracy and attention to detail.
- **Adaptability** - ability to adapt quickly, be flexible in the face of change and solution-orientated.
- **Confidentiality** - maintains absolute confidentiality and protects the Club's sensitive information at all times.
- **Organisational skills** - strong organisational skills, with the ability to manage multiple concurrent tasks and activities and prioritise workload accordingly.

Knowledge & Experience

Essential

- Excel – data analysis and manipulation, production of graphs, charts and tables.
- Powerpoint – production of sophisticated and visually engaging slides and reports.
- Word – high standard of written English, accurate spelling and grammar.

Desirable

- Experience of writing high quality reports and analysing complex data, either in an academic or business environment.



Personal Attributes	
Essential	
<ul style="list-style-type: none"> ▪ Highly motivated, enthusiastic and a committed team player. ▪ Supports colleagues to achieve collective team goals. ▪ Determined to achieve personal goals and develop a career. ▪ A confidential and discreet approach. ▪ High level of professional ethics and integrity. ▪ A commitment to continuous personal development. ▪ Responds positively to change. ▪ A commitment to providing outstanding service. ▪ Outstanding interpersonal skills. ▪ Experience working with and supporting senior stakeholders ▪ Ability to manage a varied and demanding workload. ▪ Willingness to be flexible around working hours as and when needed. 	

Qualifications	
Essential	Desirable
	<ul style="list-style-type: none"> ▪ A Levels at grades A-C (or equivalent) ▪ A relevant professional qualification





GENERAL RESPONSIBILITIES

General Responsibilities

Employee Relations

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Everton Football Club as a whole.

Health & Safety

To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.

To comply with all aspects of the Everton Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety.

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communication whilst striving to deliver first class customer service.

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations.

Self Development

To take responsibility for your own development and to help realize your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy.

Team Work

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary.

Equal Opportunities and Harassment

To cooperate with measures introduced to ensure there is equality of opportunity in employment. To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies.

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.

