**Person Specification**

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| **Qualifications** | **Essential**  **(E)** | **Desirable**  **(D)** |
| Law Student | E |  |
| **Skills/Competencies** | **Essential**  **(E)** | **Desirable**  **(D)** |
| Highly IT literate with excellent keyboard skills. | E |  |
| Strong organisation skills. | E |  |
| Ability to deliver clear and regular feedback/comms to colleagues to explain complex areas of law in a simple and coherent way. | E |  |
| Keen eye for detail. | E |  |
| Ability to work in a team and individually. | E |  |
| **Knowledge & Experience** | **Essential**  **(E)** | **Desirable**  **(D)** |
| Commercial knowledge. | E |  |
| Excellent knowledge and interest in football. | E |  |
| Knowledge of Exeter City Football Club. |  | D |
| Legislation specifically surrounding EFL, PFA, FA, UEFA and FIFA. |  | D |
| **Personal Qualities** | **Essential**  **(E)** | **Desirable**  **(D)** |
| Professional, positive and enthusiastic. | E |  |
| A proactive, resilient & adaptable individual. | E |  |
| Strong work ethic. | E |  |
| An innovative problem solver. | E |  |
| Show integrity and honesty. | E |  |
| Attention to detail and pride in appearance. |  |  |
| Flexibility surrounding working pattern in line with industry demands. | E |  |
| Commitment to the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities. | E |  |
| Understanding and recognition of the principles of equality and diversity. | E |  |
| To demonstrate and promote good practice in line with the Company ethos and policy. | E |  |
| Applicants must be eligible to live and work in the UK. | E |  |