

JOB DESCRIPTION

JOB TITLE:	Head of Legal Affairs & Governance
ACCOUNTABLE TO:	Chief Executive Officer
JOB PURPOSE:	To lead on all legal and governance matters for the organisation
LOCATION:	World Sailing Headquarters, Southampton

Job Purpose:

- Provide in-house legal advice and support to World Sailing and its subsidiary companies
- Act as the Company Secretary for World Sailing (UK) Ltd
- Manage the relationship with external legal advisors
- Lead on all matters related to corporate governance
- Support the work of the Constitution Committee and Ethics Commission, the policy work of the Judicial Board and assist with the work of the Audit Committee
- Support the work of the Racing Rules Committee in conjunction with the Events Department
- Advise on matters related to compliance and risk matters

Key responsibilities:

- To act as lead adviser to the Board on matters relating to corporate governance, legal probity and risk management to ensure that high standards exist in the discharge of the Board's functions.
- Advise the Board, the Council and Committees on any matter relevant to the Constitution and Regulations and World Sailing's functions and responsibilities.
- Advise on various areas of law; contract, procurement, intellectual property, sports (including anti-doping, anti-corruption, ethical and moral matters) public, human rights, equality, data protection freedom of information and other regulatory matters
- Advise on and draft and amend commercial contracts to include supplier, sponsor and event agreements
- Advise on, draft and amend agreements that the organization requires in order to be able to effectively carry out its business
- Advise and lead on the drafting of all documentation relating to corporate governance, regulatory issues and assist in the oversight and supervision of group and subsidiary company transactions and compliance
- Advise and lead on the development, operation and administration of the Racing Rules of Sailing
- Determining a program of governance reform / modernisation to be implemented over the coming years that will ensure World Sailing is seen as a progressive International Federation
- Devising and implementing a new commercial contractual framework for the organization that includes a set of template contracts and processes
- Line-manage legal assistant

Key Internal and external contacts:

- CEO and Senior Management Team
- Board of Directors and Council
- External Legal Advisors and Suppliers
- Committee & Commission Chairman
- Professional Networks
- Regulatory Bodies

Competencies

Essential

- Practising Solicitor or Barrister in England & Wales with a substantial post qualification experience
- Demonstrable experience of contracts (including commercial), procurement, intellectual property, sports law and corporate governance
- Comfortable operating at a strategic level and 'hands on' operational delivery
- Solutions focused, pragmatic and practical in approach
- Excellent interpersonal and communication skills at all levels
- Senior stakeholder and relationship management skills

Desirable

- Experience of working for a complex International membership organization
- Understanding and interest in sailing

Position related competencies:

Developing Strategic Relationships

- Using appropriate interpersonal styles and communication methods to influence and build effective relationships with business partners

Contributing to Team Success

- Actively participating as a member of a team to move the team toward completion of goals.

Planning & Organising

- Establishing courses of action for self and others to ensure that work is completed efficiently

Driving for Results

- Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goal attainment; working to meet or exceed those goals while deriving satisfaction from the progress of goal achievement and continuous improvement.