

IN-HOUSE EMPLOYMENT SOLICITOR JOB DESCRIPTION



Job Title:	In-House Employment Solicitor
Organisation:	League Managers Association
Reports To:	LMA Legal Director and LCA Operations Director
Location:	Office based at St. George's Park, Staffordshire Travel and overnight stays as required
Hours of Work:	37.5 hours per week, plus weekend and evening work as required
Salary:	Dependent on experience

Role Summary and Purpose

The In-House Employment Solicitor will be responsible for delivering and managing the League Coaches Association (LCA) legal services and providing support to the LMA Legal Team.

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Key Accountabilities

1. Legal	<ul style="list-style-type: none"> • Advise and represent LMA and LCA members on employment issues including but not limited to: <ul style="list-style-type: none"> ◦ Contract reviews ◦ General employment advice ◦ Advice on termination ◦ Post-termination obligations ◦ Advising on and negotiating settlement agreements ◦ Club disciplinary and grievance issues ◦ Equality, diversity and inclusion • General case management of matters and tracking of member legal engagement • Legal mentoring • Signposting to and management of the external Legal Team and Legal Partners • Annual review of the LMA Model Contract • Support the publication of LMA statements • Conduct legal research and monitor trends in the Game
2. Regulatory/ Disciplinary	<ul style="list-style-type: none"> • Advise members on regulatory issues including but not limited to: <ul style="list-style-type: none"> ◦ Participant Behaviour ◦ PSR ◦ GBE criteria ◦ Safeguarding • Advise members on FA disciplinary matters/charges • Represent members at FA investigation meetings • Represent members at FA disciplinary hearings • Attend stakeholder meetings • Review and provide feedback on proposed regulatory changes • Support the LMA Team with regulatory issues • Manage LMA member representatives on various stakeholder judicial and disciplinary panels
3. LMA Institute of Leadership & High Performance	<ul style="list-style-type: none"> • Provide and obtain legal and regulatory content for the various LMA Institute programmes • Present at Masterclasses and Webinars • Identify speakers and facilitators for the LMA Institute programme
4. Game Relations	<ul style="list-style-type: none"> • Build effective relationships with stakeholders, clubs and their legal advisers
5. LMA Team	<ul style="list-style-type: none"> • Develop strong working relationships with the LMA Team • Develop strong working relationships with LMA members and the wider LMA Legal Team / Panel • Provide HR and in-house legal support to the Legal Director • Provide legal support to the Member Services and Commercial Teams • Contribute to the team environment and take on roles as required

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PERSON SPECIFICATION

The person specification describes the knowledge, skills, aptitudes, experience and qualifications that the LMA deems necessary for successful performance in the job role.

Skills and Abilities

- 4-6 years' PQE in employment law
- Knowledge of the professional football industry (or another sport)
- Ability to prioritise work effectively and provide timely, sound legal advice on a range of matters to strict deadlines
- Ability to work independently, managing a varied caseload
- Maintain strict confidentiality and discretion
- Excellent written and verbal communication skills and an ability to build strong relationships internally and externally
- Significant organisational and administrative skills
- Exceptional attention to detail
- Strong decision-making and problem-solving skills
- Work well under pressure
- Empathetic and approachable

Benefits

- Private healthcare
- Pension
- Free access to gym facilities at St. George's Park
- Subsidised lunches at St. George's Park

Other Considerations

- Relocation as necessary in order to work from St. George's Park
- Ability to work irregular and out-of-office hours as dictated by member needs
- Ability to travel throughout the country, including overnight stays
- Clean driving licence

Equal Opportunities

The LMA is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion, belief and gender.