

## **JOB DESCRIPTION**

<b>Job Title:</b> In-house lawyer	
<b>Purpose of Role:</b>  To manage the day-to-day legal affairs of the Football Association of Wales (FAW) and to provide legal support to the departmental heads, the CEO and the FAW Board and committees of the Association.	
<b>Department:</b> Compliance	<b>Location:</b> The position is full-time and based at the Football Association of Wales offices in Hensol, Vale of Glamorgan. The post holder will be required at times to perform their duties or additional work or attend training outside of normal office hours and/or in different locations, either domestically or internationally, at the discretion of the Head of Compliance.
<b>Position Reports to:</b>  Head of Compliance	<b>Position is responsible for:</b>  N/A



## KEY AREAS OF ACCOUNTABILITY OR RESPONSIBILITY

- To provide legal support and advice in the areas of discipline, dispute resolution, safeguarding, equality, integrity, and player registrations.
- To lead on and/or provide legal support with investigations, the preparation of statements and to represent the FAW in matters before its Judicial Bodies.
- To lead on the delivery of the FAW's anti-corruption policy.
- To act as the FAW's Data Privacy Manager and provide legal advice on all GDPR related matters.
- To lead on and/or provide legal support in the drafting of Rules, Regulations, policies/procedures and contracts, and to provide advice relating to the interpretation of the same, including the rules of FIFA and UEFA.
- To provide legal support relating to the FAW's 'Club Licencing' programme.
- To provide legal support and advice to the HR Manager and matters relating to employment law.
- To manage the FAW's complaints procedure.
- To evaluate and update the FAW's 'Risk Register' on a regular basis.
- To devise and/or assist in the delivery of relevant educational workshops to the wider stakeholder group.
- To provide legal support and advice to the CEO and the FAW Board and on the regulatory requirements of the Football Association of Wales Ltd.
- Undertake such other duties as maybe required from time to time as are consistent with the responsibilities of the post and the needs of the FAW.

*The above list of accountability and responsibility is not intended to be a comprehensive list of all the duties involved and consequently the post holder may be required to perform other duties as appropriate to the role.*



## PERSON SPECIFICATION

### Qualifications

- Educated to degree level in law or equivalent.
- Qualified to practice as a solicitor or FCILEx or barrister in England and Wales.

### Knowledge

- Have a varied training and post qualification experience in different areas of law including corporate governance, employment, dispute resolution, sports regulatory and disciplinary matters.

### Experience

- Minimum 3 years post-qualification legal experience in private practice and/or in-house role.

## ROLE SPECIFIC REQUIREMENTS

- Must demonstrate the highest professional standards of operation and service.
- Must possess excellent analytical, project management, communication, negotiation and drafting skills.
- Must demonstrate excellent written and verbal communication skills.
- Must have experience in using Microsoft applications, such as Word, Excel and Outlook.
- Must possess a high degree of self-confidence and motivation and be able to work collaboratively and under their own initiative.
- Will be able and willing to take responsibility for difficult decisions and comply with the applicable professional standards and regulations.
- Will be seen as someone of integrity, sincerity and in whom others place their trust.



- Must have a strong understanding of the need for confidentiality.
- An understanding of the business of sport would be beneficial, especially football and/or in relation to a national sporting association.
- The ability to speak Welsh would be advantageous.
- The appointment of the successful candidate will be subject to an enhanced DBS check and two professional / personal references, to the satisfaction of the FAW. In addition, the FAW may ask to see evidence of right to work in the UK.

## **FAW VALUES**

**Our values underpin the FAW vision and guide all aspects of our work:**

**Excellence** – we approach every challenge with determination and a drive to deliver our very best in all we do. We display commitment, motivation, discipline and perseverance, and hold ourselves accountable for results. In every aspect of business and sport, we strive to excel.

**Family** – we promote a welcoming culture of warmth and belonging where everyone is embraced. Through the power of the collective, we'll continue to expand our football family, welcoming anyone who wants to achieve great things for Wales

**Respect** – we believe that different ideas, strengths, interests, and cultural backgrounds are fundamental for success. We'll earn the respect of others through our commitment to be open, honest, ethical and fair.

