



JOB DESCRIPTION

Job/Role Title:	Paralegal
Reporting to:	Head of Legal
Location:	World Sailing, 20 Eastbourne Terrace, London
Key Dates:	Application Deadline: 16 September 2019 Interviews: As and when suitable candidates are identified

Background

World Sailing is the world governing body for the sport of sailing, officially recognised by the International Olympic Committee (IOC) and International Paralympic Committee (IPC).

World Sailing is responsible for:

- the promotion of the sport internationally;
- managing sailing at the Olympic and Paralympic Games;
- developing the Racing Rules of Sailing and regulations for all sailing competitions;
- the training of judges, umpires and other administrators;
- the development of the sport around the world; and
- representing sailors in all matters concerning the sport.

The principal members of World Sailing are the 145 'Member National Authorities' (MNAs) and the 100+ 'Class Associations'.

We have a clear and ambitious vision:

A world in which millions more people fall in love with sailing; inspired by the unique relationship between sport, technology and the forces of nature, we all work to protect the waters of the world.

Our mission:

To make sailing more exciting and accessible for everyone to participate or watch, and use our reach and influence to create a sustainable future for our sport and the waters of the world.

Role

The Paralegal will support the Head of Legal, as well as the Integrity and Governance team, in the provision of advice to World Sailing's group companies. The role will report to the Head of Legal.

Key Responsibilities

- Provide general support and research assistance to the Head of Legal.
- Prepare and assist with the negotiation of a range of contracts including event agreements, boat supply agreements, class agreements, freelance and contractor agreements, and conference-related contracts.
- Assist with the provision of advice to World Sailing's Commercial Team on contractual frameworks with event organisers, sponsors, commercial partners and other suppliers.
- Manage trade mark registrations for World Sailing's group companies, and assist with copyright licensing.
- Draft and advise on agreements that the organisation requires in order to be able to effectively carry out its business.
- Maintain the statutory and contract registers for World Sailing's group companies.
- Assist with the co-ordination of the annual submission process in conjunction with the Business Operations Department.
- Manage the Annual General Meeting process, including the agenda, papers and minutes.
- Provide support to the following World Sailing Committees:
 - Audit Committee
 - Constitution Committee
 - Ethics Commission
 - Judicial Board

Relationships & Interfaces

Strategic reporting to:

- Line Manager – Head of Legal.

Support & Guidance to:

- World Sailing staff, Board, World Sailing Committees (listed above), Member National Authorities and Class Associations.

Personal Attributes & Experience

Essential

- Qualifying law degree.
- Taken LPC or BVC.
- Excellent written and verbal English language skills.
- Excellent interpersonal and communication skills, including ability to confidently advise senior management colleagues and senior stakeholders.
- Solutions focused, pragmatic and practical in approach.
- The ability to meet tight deadlines.
- Evidence of working within and contributing to a team environment.
- A willingness to learn new skills and develop existing competencies.
- Excellent organisation and analysis skills.
- Team player.
- Ability to undertake international travel (with appropriate notice).

Desirable

- Have worked in-house for international federations, national federations or government sports bodies.
- Understanding and experience in sport and sailing.
- Second language.

August 2019