



Legal Counsel

Legal and Governance Officer

0-4 years PQE, salary dependant on experience

+ employee assistance programme, private healthcare and/or health cash plan, 3x salary life assurance, enhanced pension and family policies, golf benefits, discount platform and up to 36 days annual leave (includes bank holidays and company days)

We are committed to equal opportunities and welcome applications from all backgrounds. We are disability confident committed. If you are not able to complete the online application and would like this in an alternative format, please contact Amy, Holly, James or Mary-Anne on hr@englandgolf.org

As the Legal and Governance Officer you will provide legal counsel across a sports governing body ensuring that the highest standards of compliance are upheld. This role works across the organisation, providing a wide variety of counsel which will include matters relating to corporate governance, safeguarding, disciplinary and appeals, legal and commercial contracts, policy development and provision of advice to affiliated golf clubs and county bodies.

We are looking for someone who has a legal qualification (0-4 years PQE) and has a wide understanding of the English law and legal system. You will need an understanding of one or more of the following: employment law, commercial law, disciplinary, compliance or regulatory frameworks, equality act, litigation. You must possess strong communication skills with the ability to explain legal terminology in an understandable way to those of a non-legal background, have a high level of integrity, discretion and trust. You will need to be comfortable researching and providing advice on areas of law outside your specialism, supported by the team.

The post is full-time (Monday – Friday 9.00am to 5.00pm core hours) however, you may be required to travel as necessary for the delivery of the role. The position is based at England Golf Headquarters, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU. We offer a hybrid working arrangement (three days in office and two from home) following our 6-week onboarding process.

As the national governing body for amateur golf, we work at the heart of golf in England, supporting and empowering a thriving community of players, counties and clubs to get the most out of the game we love. We value being Inclusive, Honest, Responsible, Excellent and Supportive. We passionately believe that golf belongs to everyone. All who play, and all who aspire to play, must have an equal opportunity to do so. This role will play a part in ensuring that this is the reality across England.

For the full job description please visit our website (www.englandgolf.org/jobs) and to apply please complete the online application process (no CVs please).

Closing date for applications: **Monday 23 January 2025 at 12 noon**

Interviews take place: **First interviews are week commencing 3 February 2025 at Woodhall Spa, Lincolnshire.**



Job Description

Post Title:	Legal and Governance Officer (Qualified Solicitor - 0 to 4 years PQE)
Team:	Legal and Governance
Responsible to:	Legal and Governance Director
Responsible for:	N/A

Purpose:

To work closely with and support the legal and governance director, and the wider legal and governance team, providing high quality legal counsel to the organisation, ensuring that the highest standards of compliance with legal and governance matters are maintained across the organisation at all times and ensuring that legal risks to the organisation are mitigated as far as possible and legal issues are appropriately managed.

Working Relationships:

Internal:

- Legal and Governance Director – regular meetings and communication.
- Safeguarding team - regular meeting and communication.
- Disciplinary Officer – regular meetings communication and meetings and supervision where required.
- Legal & Compliance Officer - regular meetings communication and meetings and supervision where required.
- Administrator (Governance) - regular meeting and communication.
- People Director, HR Officer and other England Golf staff – communication as required.
- County Unions & Associations – communication with county staff and volunteers.
- Clubs – communication through club owners, staff, members and volunteers.
- Disciplinary/Safeguarding Tribunal – communication as required.
- Commercial Manager – regular meetings and communication
- Board and Governance Committee – attendance at meetings as required by the Legal & Governance Director.

External:

- Liaison with other National Governing Bodies – as required.
- Liaison with other golf bodies, including The PGA – as required.
- Liaison with external legal advisers – as required.

Main Duties and Key Responsibilities:

Legal:

- Researching and providing advice upon a variety of legal issues affecting the organisation, as required, including employment law, commercial contracts, risk, liability and litigation, property law and intellectual property and litigation.
- Drafting, reviewing and advising upon a variety of legal and commercial contracts with support from the Legal and Governance Director as appropriate.
- Providing advice, guidance and, where appropriate, training on legal issues to the organisation.
- Proactively working to mitigate legal risk across the organisation.

**Governance:**

- Researching and advising on governance issues affecting the organisation including the application of company law and the provisions of England Golf's Articles of Association, Rules, policies and procedures.
- Leading on the review, amendment and drafting of England Golf regulations, policies and procedures with support from the legal and governance director.
- Assisting the legal and governance director in ensuring compliance with the Code for Sports Governance and other applicable codes of practice, frameworks or similar with which the organisation is required to comply.
- As required, attending meetings of the Board, committees, and general meetings to take minutes.
- As appropriate, working with external lawyers for matters which are outside the capacity or competence of the team.

Safeguarding

- Supporting as required the management of safeguarding cases.
- Management and progression of cases identified by the safeguarding team as requiring permanent exclusion.
- Where required, attending meetings of the safeguarding Case Management Group to take minutes and/or to provide advice and guidance.

Disciplinary and Appeals

- Supporting the disciplinary officer and/or legal and compliance officer as appropriate in providing guidance to clubs, facilities, counties and individual members in respect of disciplinary matters, and in the investigation of complaints concerning affiliated clubs and county bodies.
- Managing of handicapping appeals.
- Assisting the legal and governance director in managing the Disciplinary Panel.

Policy:

- Research and drafting of legal, governance and compliance policy.

Advice to Golf Clubs and County Bodies:

- Supporting the development of written, web-based and workshop-based advice regarding legal, governance, safeguarding and disciplinary matters for England Golf, clubs, counties, and individuals working at all levels of golf.

General:

- Assisting with submissions to Sport England in relation to legal, governance, safeguarding and disciplinary as part of the self-assurance process.
- Ensuring accurate recording and dissemination of legal, governance, safeguarding and disciplinary information. Other tasks as reasonably required by England Golf.

Dimensions/Resources:

Staff:

- N/A

Financial:

- N/A

Administrative:

- Legal and Governance team meetings – regular attendance as required.
- England Golf team meetings – as identified and required.



Location:

England Golf Headquarters, Woodhall Spa, Lincolnshire



Person Specification

Post Title: Legal and Governance Officer
Team: Legal and Governance

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none"> • Sufficient educational attainment to demonstrate ability to carry out the role to the required standard • Legal professional qualification 	
Knowledge:	<ul style="list-style-type: none"> • Wide understanding of English law and legal system 	<ul style="list-style-type: none"> • Understanding of one or more of: <ul style="list-style-type: none"> - Employment law - Commercial law - Disciplinary, Compliance or Regulatory frameworks - Equality Act - Litigation • Good knowledge of Data Protection legislation. • Knowledge and understanding of the culture and structure of golf or sport.
Skills:	<ul style="list-style-type: none"> • Competence in the use of IT tools including spreadsheets, databases, email and word processing. • Excellent written and spoken communication skills. • Ability to analyse and disseminate information clearly and concisely. • Ability to work calmly under pressure and to meet deadlines. • Strong interpersonal skills • High level of integrity, discretion and trust, with the ability to deal with sensitive and confidential matters. 	



<p>Competencies/ Behaviours:</p>	<ul style="list-style-type: none"> • Excellent attention to detail and accuracy. • Flexible and adaptable approach. • Reliability and clear understanding of confidentiality. • Able to work independently or as part of a team. • Display and encourage attitudes and behaviours that respect and value diversity and promote equality and inclusion. • Forward thinking, innovative and a problem-solving mindset. 	
<p>Relevant Experience:</p>	<ul style="list-style-type: none"> • Establishing and maintaining positive working relationships with staff at all levels, and external stakeholders. • Implementation of organisational policy. 	<ul style="list-style-type: none"> • Experience of working within a legal team environment, whether in private practice or in-house • Advising stakeholders on policy or guidance. • Working within a sport governing body or membership organisation. • Previous experience of investigations. • Ability to undertake basic risk assessment. • Evidence of experience of volunteering and/or empathy for working with volunteers • Experience of managing and mitigating risk
<p>Any other requirement:</p>	<ul style="list-style-type: none"> • Full UK driving licence and/or access to transport. • Prepared to travel / work weekends & evenings if necessary. 	