



Job Title: In-House Lawyer (fixed term until August 2027)
Directorate: Resources
Reports To: Head of Legal Delivery

JOB PURPOSE

We are looking for an in-house lawyer to join our busy Legal Services team on a fixed-term basis until August 2027, ideally with an immediate start. You'll be providing legal advice on a wide variety of matters across the spectrum of Sport England's work, bringing your legal expertise in a purpose-driven, fast paced, role to support our Uniting the Movement strategy.

DIMENSIONS

Direct Reports: None but expected to assist with some training and supervision of our Paralegals.

Budget: None

Location: Homeworking, with occasional attendance at team, Directorate and organisation meetings, usually at Sport England's offices in London, Loughborough or Bisham.

Key Stakeholders: Director of Legal Services, Legal Team colleagues, Data Protection Officer, Head of Procurement, Information Governance Manager, Resources Directorate colleagues.

KEY DUTIES AND RESPONSIBILITIES	% Time
Area 1 – Provision of Legal Advice and Support - Providing comprehensive professional legal advice across the wide range of legal issues relating to Sport England's work, regulatory landscape and business affairs; - Drafting, negotiating and arranging execution of a range of contracts, primarily grant award and supply agreements; - Advising and supporting on diverse legal matters within the scope of Sport England's work, including property,	75%



KEY DUTIES AND RESPONSIBILITIES	% Time
regulatory, public law, and intellectual property, data protection and information law; • Identify, assess and mitigate legal and regulatory risks, according to Sport England's risk appetite and organisational goals; • As necessary, instructing and facilitating support from external lawyers; • Build relationships and collaborate effectively with colleagues across Sport England.	
Area 2 – Contributing to Legal team initiatives to continuously improve our services for Sport England colleagues • Work collaboratively with Legal colleagues on continuous improvement initiatives, including engagement with new processes and technology, and upkeep of templates and other standard materials; • Deliver training and guidance to colleagues on Legal matters affecting Sport England; • Contribute to communications to Sport England colleagues, to inform the organisation about our work and relevant changes in the law.	20%
Additional Duties • Support the Information Governance team by undertaking Internal Reviews of requests for information (Freedom of Information Act and Environmental Information Regulations) in line with our Complaints Procedure; • Work flexibly to carry out any other duties that your skills can be applied to where directed and capacity allows. • Follow policies and procedures in relation to other matters e.g. Health and Safety, procurement	5%



Our Values

- **Ambitious** – Determined in pursuit of our goals, prioritising work and partnerships that will most advance our mission, help us succeed and make a positive impact on our nation.
- **Innovative** – Curious, optimistic and relentless, we question established ways of working and learn from each other and from our experiences.
- **Inclusive** – Harnessing our collective strength and respecting difference to create the conditions for everyone to engage and to excel.
- **Collaborative** – One team, committed to delivering together and working with others to make a difference to people's lives.



Person Specification

Knowledge and experience

Essential

- 1) UK-qualified solicitor, legal executive or barrister.
- 2) At least one year's practical experience (or substantial qualifying work experience) in private legal practice or an in-house legal team.
- 3) Solid experience in drafting and negotiating contracts, either in general commercial matters, or in another Legal practice area (e.g. property, intellectual property, corporate).
- 4) Ability to tailor legal advice as appropriate to a variety of clients/stakeholders, communicating clearly and confidently to a range of stakeholders.
- 5) Experience of managing own workload and prioritising tasks according to team and organisational goals, adapting as necessary to changing circumstances.
- 6) Sound IT skills, including Microsoft Office applications.
- 7) Positive approach to personal learning and growth, and willingness to contribute to delivery of training for Legal colleagues and the wider organisation.
- 8) Proactive team member, including a willingness to contribute ideas and participate in shared team continuous improvement initiatives.

Desirable

- 1) Experience of using Legal case management systems.
- 2) Experience of using technology to provide or streamline services, and awareness of the risks and benefits of using such technology in the Legal context.