



JOB DESCRIPTION

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| Role: Paralegal | | Business Function: Legal | |
| Reports to: Director of Legal & Business Affairs | | Department: Legal | |
| Purpose: <i>Brief summary outlining purpose, scope and complexity of the role.</i> To provide legal and administrative support to the Legal Department | | | |
| Accountabilities with Key Outcomes: <i>Describe essential accountabilities the job performs and key outcomes. Accountabilities should be listed (max of 8) in order of importance.</i> | | | |
| 1 | - Assisting solicitors on an ad-hoc basis with legal research, drafting, day-to-day transaction and case management tasks and the development and maintenance of processes and policies. | | |
| 2 | - Managing the preparation, negotiation and signature of high-volume standard form agreements including NDAs and consultancy agreements. | | |
| 3 | - Reviewing agreements and preparing contract summaries to be used in the contract sign-off process. | | |
| 4 | - Performing administrative tasks required in order to improve the efficiency of the legal department including, for example, performing administration tasks required on the Contract Management System, legal proof reading and contract formatting, legal drive management, matter management tasks, day to day administration tasks required in connection with the brand protection programme etc. | | |
| Knowledge, Skills and Experience: <i>Please give details of the knowledge, education, formal qualifications, specialised training or experience required for the job. Indicate whether requirement is essential or desirable.</i> | | | |
| Essential <ul style="list-style-type: none"> • Good understanding of the principles of English law • Highly organised and efficient. • An ability to work to tight deadlines for demanding internal clients. • Excellent abilities with PowerPoint, Word and Excel. • Attention to detail. • Have the ability to work in a fast-moving environment. • Responsive to guidance and instruction. | | Desirable <ul style="list-style-type: none"> • Experience in a busy in-house environment. • Previous experience in sport/football. | |



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| <ul style="list-style-type: none"> • Highly self-motivated. • Enthusiasm and willingness to be flexible in approach to achieve desired outcomes. • Strong 'can do' approach. • Remain calm under pressure. • High work commitment. • Willing to self-evaluate and work towards continuous improvement. • Commitment to equal opportunities. • Displays values of pride, professionalism, perseverance and passion. • Customer service approach to interactions. • Possessing communication skills that are clear, engaging and responsive. • Working with sensitive information and handling highly confidential matters. • Planning to achieve around fixed deadlines, and problem solving skills using initiative and sensitivity. • Literate with a good command of English, both spoken and written. | |
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Job Impact/Influence Measures: *Show data in approximate or in a range which job has impact on. Please state if the impact is **direct** or **indirect**. Think about financial elements e.g. budget, scale of role e.g. people management, network reach, sales impact etc.*

Direct impact on ensuring that the Legal team is able to operate as efficiently as possible to meet the demands of the business.

Decision-making Authority: *Indicate what decisions the job is expected to make and what it is expected to recommend.*

The role holder will advise the Director of Legal & Business Affairs on process improvements and efficiencies that can be found in the day to day operation of the Legal department.

Safeguarding

This role does not involve working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). However, the need to work with the Academy, plus Safeguarding reporting in to the General Counsel means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.