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| **Sports Law Placement** |
| **Department** | Exeter City Football Club (ECFC) - 1st Team Support StaffWollens - Sports Law Division |
| **Location:**  | The Cliff Hill Training Ground, Sidmouth Road, EX5 1DP & St James Park, Stadium Way, Exeter, EX4 6PXWollens, Pynes Hill House Rydon Lane, Exeter EX2 5SP |
| **Contract Type:** | 1 Year Placement |
| **Reports to:**  | ECFC – Technical Director and Chief Financial OfficerWollens – Head of Sports Law Division |
| **Core Team Relationships:** | ECFC – Chief Financial Officer, Technical Director, Academy Director, Club Secretary, Academy Secretary, Chief Operating Officer, Chief Commercial Officer and Commercial Manager.Wollens – Head of Sports Law Division, Solicitors and Commercial Team |
| ***As an integral part of our dynamic team, you will play a crucial role in upholding our organization's commitment to sustainability. Regardless of your specific role in marketing, HR, procurement, or any other department, we expect all employees to actively embrace and adhere to our sustainability policies. Your dedication to environmentally conscious practices, resource efficiency, and ethical considerations will contribute to our collective efforts in fostering a responsible and sustainable workplace. We believe that each team member, regardless of their functional area, plays a vital role in promoting and implementing sustainable practices that align with our organizational values.*** |
| ***Exeter City Football Club seeks to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.*** |
| **Main Purpose:**

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|  | We are offering a 1-year placement in sports law in partnership with Wollens. Working 3 days a week at the Football Club you will gain confidence within a professional sporting environment and 2 days a week with Wollens working alongside the Head of Sports Law Division and have opportunity to shadow Solicitors and their Commercial Team.This is an exciting and unique opportunity for an individual with a passion for sport and general interest/knowledge in commercial matters to gain a varied knowledge of 2 separate businesses. Both Wollens and the Club will support you in your learning and development, increasing your knowledge base and skillset enhancing your employability and opportunities at the end of the placement.By joining our unique Supporter owned Club we will support you in gaining hands-on work experience within an environment where we balance on field success with long term sustainability whilst putting fan and community engagement at the heart of what we do.The Club has 5 clear goals and we endeavour to create a sustainable, high-performance environment where we take care of each other, set clear objectives, ensure adequate resource and invest in developing our people. As part of our one team approach our aim is to ensure you feel valued and understand your contribution to the success of the Club. Wollens is a regional firm with offices in Torquay, Exeter, and Barnstaple. We have grown into a substantial firm with experts across private client matters as well as company commercial law. We are a firm that has remained true to our values of exceptional client care, compliance, profitability, growth, and sustainability. Over the years we have developed specialist capabilities in nine sectors including Sport. Our Sports Law Division launched in 2023 and is going from strength to strength with a number of new clients and work areas being introduced to the firm as a result of this. We are the preferred legal partner for several local clubs, we have developed a number of strategic partnerships with sporting organisations and represent several individuals in a wide range of sports including Gymnastics, Motor Racing and Bobsleigh! Although we are proud of our Devon roots, our reach extends much further – to the whole UK and overseas. Our guiding principle is ‘Excellent Service, Every Team, Every Time’ and we hold ourselves accountable to this through our client charter. We are proud to have been accredited by Great Place to Work™ and also Carbon Neutral Britain. Since joining in 2022, we have actively engaged in measuring and implementing new initiatives to reduce our carbon footprint, achieving recognition as a Carbon Neutral BusinessThe Legal 500 has ranked us in 10 practice areas, and this year, we are proud to be recognised as a ‘Leading Firm in Client Satisfaction’. After many years of extensive client research, The Legal 500 has introduced client satisfaction scores to measure service and customer experience. Only firms in the top percentile earn a special kite mark on the Legal 500 website, and we are thrilled to have achieved this distinction. |

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| **Role Summary**Club key responsibilities of this role are: * To gain extensive knowledge of legislation specifically surrounding EFL, PFA, FA, UEFA and FIFA.
* Advising first team and academy staff on regulations and legislation and any forthcoming changes surrounding the above bodies.
* Reviewing player contracts, templates, transfer and loan agreements to ensure wording is compliant with regulations and the Club’s offering, ensuring specific clauses are clearly detailed.
* Drafting of disclaimers ensuring templates are in place that provide us cover when we our players go out on trial.
* Review Agents agreements ensuring compliance.
* Develop your communications skills by building professional working relationships and deliver clear and regular feedback/comms to colleagues to explain complex areas of law in a simple and coherent way.
* Review of commercial contracts and agreements to ensure templates are in line with legislation and business needs.
* Support the Commercial Manager and Chief Commercial Officer in the review process of external contracts and agreements to ensure they are in line with the Club Trust Agreement and business requirements.
* Support the Chief Operating Officer with any operational legal requirements including matchdays, health & safety etc.
* Support the Chief Financial Officer with any financial legal documentation & processes including relocation.
* Ensure confidentiality in line with GDPR regulations and information not being in the public domain.
* Attend staff meetings and training as appropriate.
* Comply with all company policies and procedures and maintain the highest standards.
* Promote and implement good practice and positive engagement.

Wollens key responsibilities of this role are: * To work alongside the Head of Sports Law Division.
* Shadow other Solicitors in the Company and commercial team.
* Drafting documents.
* Legal research.
* Reviewing and interpreting contracts.
* General file/matter related administration e.g. file opening.
* Drafting statements.
* Attending client meetings.
* Liaising with counsel.
* Researching rules and regulations of governing bodies.
* Looking at commercial agreements that would centre around sponsorships and endorsements.
* Representation agreements between players, clubs and agents.
* Attending networking events.
* Working with clubs on matters such as recruitment and regulatory issues plus immigration.

This job description should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in consultation in the light of the changing business needs. |
| **Qualifications/Experience/Knowledge required:** Please see person specification. |