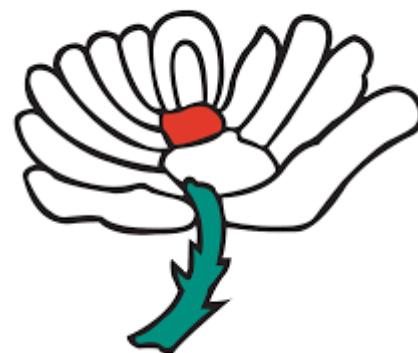


JOB DESCRIPTION

The Yorkshire County Cricket Club



Job Title:	General Counsel / Club Secretary
Department	Executive
Reporting Line:	Chief Executive Officer
Salary Band:	5 Director
Location	Headingley Stadium, Leeds / Hybrid
Employment Type	Temporary Fixed Term - Part Time

Job Purpose

To provide general commercial and corporate legal advice, including privacy, intellectual property and some employment law advice, where required, in conjunction with external counsel, managing legal risk.

To act as Club Secretary for The Yorkshire County Cricket Club (**YCCC**) which is a Registered Society under the Co-Operative and Community Benefit Societies Act 2014.

To act as YCCC's Data Protection Officer.

Key Responsibilities

Area	Responsibilities
Corporate secretarial and governance	<ul style="list-style-type: none"> - Act as YCCC's Club Secretary ensuring compliance with all relevant governance procedures and processes including, without limitation, in relation to the Co-Operative and Community Benefit Societies Act 2014 - Organise and attend key governance forums including Annual General Meetings, Extraordinary General Meetings, Board and Board Sub-Committee Meetings. Take and file minutes - Advise on the operation and interpretation of the Rules of the Club, including matters relating to the Rules raised by members - With the Finance Team, ensure on time statutory filings and applicable disclosures - Maintain appropriate terms of reference for all Board Sub-Committees - Maintain key policies and processes including insurance, documentation-sharing - Deliver internal training - Organise Board Education Programme - Maintain enterprise risk management register, conflicts of interest register and gifts register

	<ul style="list-style-type: none"> - Maintain compliance with GGI review recommendation including precedent bank of standard form co sec documentation and forms - Maintain corporate calendar
Legal review and advice	<ul style="list-style-type: none"> - Assist, and be the interface between, external lawyers and the Club in relation to litigation, dispute management or any other legal matters - Review of commercial contracts including sponsorship and commercial partnership agreements , terms of engagement etc - Manage the legal aspects of contract lifecycles - Create a Contracts handbook - Provide sound, commercial legal advice to the operations and other teams - Advise on intellectual property matters pertaining to the Club
Data Privacy	<ul style="list-style-type: none"> - Act as the Club's Data Protection Officer - Maintain fit for purpose privacy infrastructure - Handle any Data Subject Access Requests - Ensure compliance with Information Commission obligations and other applicable requirements
Management	<ul style="list-style-type: none"> - Manage the legal budget and external counsel spend - Maintain approved external law firm panel - Use and keep updated (and establish where required) the internal legal systems, such as entity management and contract lifecycle management - Implement legal file management: including the opening, closing, archiving and retrieval of legal files in accordance with the appropriate procedures. - Create and maintain legal document retention and storage systems and a document and precedent library
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> - Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices - Advocate the values of safety, dignity, fairness, equality and respect - Contribute to the implementation of the YCCC EDI Plan

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company.

Key Relationships / Stakeholders

External legal providers/ firms
Board of Directors
Regulatory bodies
Club President

Job Specification

Essential Criteria	M/C
Law degree from a leading university with law or legal studies as the main subject of the degree.	X
8+ years' PQE experience working in a law firm or in-house legal department with substantive exposure to corporate governance	X
Experience working in a fast paced, high pressure environment including liaising with colleagues to help with project management and completion.	

Experience working as part of a team, demonstrating the ability to move beyond being just the lawyer and forge effective relationships across different and diverse teams	
Demonstrable experience in the ability to diagnose legal problems quickly and present sensible solutions and alternatives	
Ability to build effective and positive client relationships quickly and fully embrace the importance of client service within the business.	
Solid experience of MS PowerPoint, Word and Excel skills	
Strong research and report generating skills.	
Desirable Criteria	
An LLB or relevant jurisdiction equivalent	
Proactive and pragmatic problem-solver, not hindered by an overly bureaucratic approach to solving problems	
In house legal experience is a strong preference	

Core Competencies

Time management	<input checked="" type="checkbox"/>	Ability to influence and negotiate	<input checked="" type="checkbox"/>
Attention to detail	<input checked="" type="checkbox"/>	Analytical skills	<input type="checkbox"/>
Confidentiality and discretion	<input checked="" type="checkbox"/>	Leadership skills	<input type="checkbox"/>
Interpersonal and communication skills	<input type="checkbox"/>	Initiative and proactive	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input type="checkbox"/>	Accountability	<input type="checkbox"/>
Able to work autonomously	<input type="checkbox"/>	Written communication	<input checked="" type="checkbox"/>

Essential Certificates and Checks

Drivers License	<input type="checkbox"/>	Disclosure Barring Service Check	<input type="checkbox"/>
First Aid Qualification	<input type="checkbox"/>	ECB Coaching Qualification	<input type="checkbox"/>