



JOB DESCRIPTION LEGAL MANAGER Commonwealth Sport	
Job Title	Legal Manager
Reports To	Head of Legal and Governance
Location	Westminster, London (Hybrid) 2/3 days a week in office
Overall Role Purpose	
The role holder will provide legal, governance, risk and compliance support to the Commonwealth Sport Management Team by delivering high quality advice throughout the organisation.	
About Commonwealth Sport	
Commonwealth Sport is an international organisation with responsibility for the direction and control of the Commonwealth Games and Commonwealth Youth Games, and for delivering the vision of the Commonwealth Sport Movement: 'Our Commonwealth, united through sport'. Our mission is to deliver inspirational and impactful Games; to excite and empower Athletes and young people; and to drive equality in sport and society across the Commonwealth. Established in 1930, the Commonwealth Sport Movement brings together 74 independent nations and territories creating a diverse Commonwealth community of over 2.5 billion individuals, representing one-third of the world's population. Together the Movement stands as a beacon of unity, diversity, and equality, completely integrating Para athletes, driving gender equality and advocating for legacy and social change through sport. The next Games take place in Glasgow, Scotland in July/August 2026, followed by the next Commonwealth Youth Games in late 2027. Amdavad, India, has recently been awarded the hosting rights to the 2030 Commonwealth Games. Colleagues work closely with Games organising companies to support delivery and assurance of the Games. Beyond these major events, the organisation works year-round to raise the profile of Commonwealth Sport, diversify revenues, deliver impactful Sport for Development programmes and manage strategic relationships with our members and other key partners. The organisation has a workforce of approximately 35 employees, predominantly based at our Headquarters in London, but with some colleagues based internationally.	



Accountabilities/Responsibilities

Legal

- Support the Head of Legal and Governance in providing advice to the Commonwealth Sport Management Team on all legal and regulatory issues affecting the organisation including commercial contracts, intellectual property, data protection, regulatory law, litigation and employment law.
- Participate in the contract negotiation, drafting and review process, ensuring key deliverables/KPI's in material contracts between Commonwealth Sport and third parties are being appropriately monitored, with corrective action being advised where appropriate.
- Lead on the development of draft template agreements to support the effective management of stakeholder relationships.

Compliance

- Support the Head of Legal and Governance in reviewing, drafting and implementing the integrity policies and procedures for Commonwealth Sport in and out of Games time.
- Provide support as required across anti-doping, safeguarding and disciplinary.
- Monitor and report on compliance and risk across Commonwealth Sport.

Governance

- Support the governance framework of Commonwealth Sport by contributing to the continuous review and implementation of the Articles of Association, Bye-Laws, Regulations, Policies and Procedures.
- Work across Commonwealth Sport to improve governance practices internally and across the membership providing support, where required.
- Provide support to the Head of Legal and Governance with the preparation of reports and papers regarding governance, risk and compliance for all Committee and Executive Board meetings.

Data Protection

- Act as Commonwealth Sport's Data Protection Officer.
- Ensure Commonwealth Sport has robust technology policies and procedures, in particularly around compliance with GDPR policy and implementation.

Person Specification



Qualifications, Knowledge, Skills and Experience	
Essential	Desirable
- Qualified lawyer with at least one-year PQE. - Experience of contract negotiation and management.	Experience in Anti-Doping, Safeguarding or regulatory investigation. Experience working in sport or regulatory will be an advantage. Experience and knowledge of risk and data protection.
Personal Qualities - Highly motivated, whilst being an excellent team player, capable of strategic thinking and operational delivery in a small, agile workforce. - Able to demonstrate strong relationship skills and a high level of cultural sensitivity and diplomacy when working with public, private and third sector organisations including stakeholders, partners and governments. - Excellent written and verbal skills. - Excellent attention to detail. - Dynamic and adaptable, able to work in an office based environment as well as an event space. - A high level of integrity and an ability to be discrete, tactful with due respect for confidentiality. - Good team player. - Passionate about sport and its impact on society.	