



JUNIOR IN HOUSE COUNSEL

Reports to :	Director of Legal and Business Affairs
Location:	Monaco

Main internal contacts	Main external contacts
<ul style="list-style-type: none">• Legal team• All departments team in IAAF	<ul style="list-style-type: none">• Legal services providers• Law firms

ABOUT IAAF

The International Association of Athletics Federation (IAAF) is the international governing body for the sport of athletics that includes track, field and road events. It includes 6 continental federations and 214 national federations, each a member of the IAAF.

The IAAF organises the leading athletics competitions worldwide including the World Athletics Series (WAS) of events and its flagship the biennial IAAF World Championships, and administers One-Day Meeting circuits such as the World Indoor Tour and Diamond League and Road Race Label events. Athletics is the no. 1 sport in the Olympic Games and its vision is to be a top 4 global sport by 2020. The mission of the IAAF is to lead, govern, and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity.

The IAAF is based in Monaco, has a staff of over 80 representing 20 different nationalities. Lord Sebastian Coe was elected as the current IAAF President in August 2015 and has since instigated a period of high profile organizational transformation and modernization as well as wide spread reforms across the sport globally. The Legal and Business Affairs department plays a central role in this effort.; as such this is an exciting, stimulating and busy time for a junior lawyer to join the IAAF and contribute to the reform agenda.

GENERAL OVERVIEW OF THE POSITION

The junior in house counsel will join a newly created legal team composed of 4 professionals: a Director of Legal and Business Affairs, a Lead Counsel in governance and sports law, an Ethical Compliance Officer and an Assistant. S/He will evolve in a very dynamic and truly international environment.

S/He will report to the Director and will have the opportunity to develop/widen her/his knowledge and experience in multiple areas of law always in connection with sport: corporate law, governance, IP, sponsorships, commercial, data protection to name a few.

S/He will participate to the development and/or reinforcement of the legal structure of the association with the opportunity to grow within the structure and to interact with global experts in their fields.

S/He will be part of an ambitious organisation in constant growth, turned towards the future and which aims to modernise and transmit, the values of the Sport.

Key activities covered by this position include, but are not limited to, the following:



MAIN ACTIVITIES / RESPONSIBILITIES

- Support the Director and Lead Counsel with their varied workloads/areas of law and lead on the specific allocated projects by researching, drafting and coordinating work
- Draft legal documents (e.g. contracts, regulations policies and procedures, letters etc.)
- Create legal templates and standard legal documents
- Contribute to and develop contract management and administration
- Prepare content and input for and attend commission meetings and support delivering actions from IAAF Council, Commissions and Committees
- Support in providing legal training to colleagues on specific subjects (such as contracts, specific regulations, procurement, data protection etc.)
- Support and liaise with the Ethical Compliance Officer to assess and handle legal implications of the Compliance Programme
- Liaise with colleagues from the Athletics Integrity Unit on shared legal issues
- Contribute towards general legal administrative processes and improvements

WHAT YOU NEED TO HAVE

- Qualified lawyer with minimum 2 years' experience in a law firm or within the legal department of an international company or organisation
- Professional command of French and English and proven experience and capacity to draft documents, contracts and policies in these two languages with minimal review or supervision
- Interested by the Sport, the sport industry; some experience in or experience of sports law are highly appreciated
- Ability to travel when needed

SOFT SKILLS / ATTITUDE

- Integrity, confidentiality, loyalty and common sense of discretion
- Ability to adapt to the pace and volume of work
- Self-starter, with a strong sense of initiative and a positive and service orientated mindset
- Excellent attention to details, well organised and ability to prioritise.
- Excellent interpersonal skills; capacity to develop rich and positive relationships with stakeholders stemming from all cultures and backgrounds
- Proven capacity to handle tight deadlines and deliver in a professional, positive manner at all times
- Team player – willingness to take on a variety of tasks (legal and non-legal)
- Ability to multitask in a fast paced, challenging and changing environment

To apply, please send your resume with a covering letter in English to emploi@iaaf.org by the 19th October COB.