



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Legal Counsel
<b>DEPARTMENT:</b>	Legal & Safeguarding
<b>REPORTS TO:</b>	General Counsel
<b>LOCATION:</b>	The Sir Jack Hayward Training Ground (with travel to Molineux)
<b>HOURS:</b>	Full Time (37.5 hours per week)
<b>DATE:</b>	August 2025

**We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK, and also boasts one of the richest histories in the beautiful game.**

Formed in 1877, Wolves was a founder member of the Football League, and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back amongst football's elite, in the Premier League for a sixth successive season; but now we compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, which is why creating world class propositions in esports, fashion and music are all part of our ambitious plans. At Wolves, we don't simply look to the future, we seize it.

**We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk and to ensuring that Wolves is free from discrimination and harassment.**

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### Job purpose

The Legal department is responsible for providing advice on legal, business and regulatory issues to all departments within the Club and for ensuring legal and regulatory compliance and risk mitigation. The Legal department also has overall management responsibility over the Safeguarding function.

The Club is seeking to appoint a third lawyer, to join as Legal Counsel. The Legal Counsel will report into the General Counsel and work in close proximity to the business at all levels.

The successful candidate will be expected to provide legal support to all departments within the Club on a range of commercial, compliance and regulatory issues. There will be a lot of variety in this position, including drafting and negotiating a range of commercial agreements, such as those covering sponsorship, advertising, marketing, ticketing, hospitality, IP and IT; providing support, advice and guidance on matters relating to data protection, corporate governance and other compliance areas; and assisting on ad-hoc projects and commercial initiatives.

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### Key responsibilities

- Work proactively with internal clients across all departments of the Club to assist them with the legal and business affairs of their workstreams.



- Assist and/or take responsibility for a broad range of commercial work, such as drafting and negotiating sponsorship/partnership agreements; marketing and supplier contracts and ancillary services.
  - Manage existing commercial agreements and support other departments of the Club with regard to their implementation.
  - Advise on compliance across all aspects of data governance and privacy law and regulation, including data protection.
  - Advise on football regulatory issues.
  - Draft, review and update (where necessary) Club policy and procedure documents for publication both internally and externally.
  - Assist in the continued development and improvement of all aspects of the Club's corporate governance.
  - Review (and if necessary) update the Club's standard template agreements and guidance notes for use by the business.
  - Support the HR department on matters of inclusion, diversity and anti-discrimination and assist on aspects of employment law.
  - Being a role-model of the Club's values.
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### **General responsibilities**

- Compliance with Club policies
  - Compliance with the Club's health and safety procedures
  - Compliance with the Club's safeguarding policies
  - Promote the Club's values of being progressive, humble, determined, bright and unified
  - Work consistently to embed equality & diversity and safeguarding into the Club
  - Undertake such other duties as may be reasonably expected
  - Maintain professional conduct at all times
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### **Safeguarding**

This role carries a specific safeguarding responsibility. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

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### **Key relationships**

- Legal and Safeguarding
- Commercial Department
- Marketing Department
- Human Resources Department
- Football Administration
- Academy
- Wolves Foundation
- Finance Department
- External regulatory bodies, e.g. PL, FA, FIFA
- External counsel



## PERSON SPECIFICATION

**Job Title:** Legal Counsel

**Knowledge:** the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Broad legal knowledge/skills.
- Solid understanding of contract and commercial law.
- In-depth knowledge and understanding of data protection and privacy laws.

Desirable

- Knowledge of, and experience dealing with, football regulations (PL, FA, FIFA, UEFA).

**Technical/work-based skills:** skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Significant experience in the drafting and negotiation of commercial contracts.
- Highly competent at analysing matters. Identify problems and risks, but also put forward potential solutions.
- Ability to deliver relevant training or policies as needed, to the Club.

Desirable

- Understanding of the football industry.

**General skills and attributes:** more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Ability to communicate with non-legal business colleagues at all levels clearly and effectively and establish relationships across numerous business departments.
- Commercially focused.
- Possess strong work and team ethic with a focus on delivery in a fast paced and dynamic environment.
- Pragmatic, effective, efficient and resourceful - demonstrate a “can do” attitude.
- Confident and grounded personality.
- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants.
- Promote, adhere to and implement the Club’s equality, diversity and inclusion policy and to work consistently to embed equality and diversity within the Club.
- Promote, adhere to and implement the Club’s safeguarding policies and to work consistently to embed safeguarding within the Club.
- Demonstrate high levels of professionalism, ethics and integrity.

Desirable

- Ability to work autonomously.

**Experience:** proven record of experience in a particular field, profession or specialism.



#### Essential

- Minimum two years' experience post qualification in a reputable city/national firm or relevant in-house environment.
- Leading city or regional law firm training.

#### Desirable

- In-house and sports related experience are beneficial, although not a pre-requisite.
- Experience working with children and/or vulnerable adults.

#### Qualifications: the level of educational, professional and/or occupational training required

#### Essential

- Fully qualified solicitor, England & Wales – at least 2 years PQE.
- Excellent academic record (minimum 2:1 degree).
- Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop).
- This position is subject to a satisfactory DBS check. The successful candidate must have a clear and appropriate DBS certificate in place prior to commencing employment, in line with our safeguarding obligations.

#### Desirable

- Secondment or in-house experience.