



THE FOOTBALL ASSOCIATION - ROLE PROFILE

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| Job Title: | Contract Manager | Reports To: | Senior Solicitor | Grade: | |
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| Job Purpose: | |
| The job holder will create and maintain a contract database of all FA Group contracts, create precedents and gather/research other legal “know how” to ensure that the Group Legal Department can function efficiently. | |
| Jobs Reporting Into The Job Holder: | N/A |

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| Key Accountabilities: | |
| <ul style="list-style-type: none"> • To create and maintain a contract database, including for example: (i) drafting a contract summary; (ii) taking responsibility for the safekeeping of original contracts and related information; (iii) liaising with The FA Group on the provision of key contractual information and documentation when required; and (iv) alerting the organisation to contract renewals. • To create precedents on a range of legal documentation including for example: (i) confidentiality agreements; (ii) match staging agreements; (iii) venue hire agreements; (iv) consultancy agreements. • To gather/research other legal know how including for example: (i) drafting summaries of new legislation and the manner in which this may affect The FA Group; (ii) gathering key information on topics of relevance (for example the new Safeguarding legislation or the current review on Listed Events); (iii) maintaining bibles of key governing body rules (e.g. UEFA/FIFA Statutes); (iv) maintaining bibles of key statutes; (v) drafting relevant case law summaries and maintaining bibles of key case law. | |
| Enhanced CRB Check Required: | NO |

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| Key Internal Relationships | Key External Relationships |
| <ul style="list-style-type: none"> • The Group Legal Department • The Football Governance Department • The Group Finance Department | <ul style="list-style-type: none"> • External law firms • External providers of legal news, statutory information, case law |



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WHAT IS NEEDED TO CARRY OUT THE ROLE?

| Person Specification (Key Skills And Experience Required): Essential | Person Specification (Key Skills And Experience Required): Desirable |
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| <ul style="list-style-type: none"> • Legal training (not necessarily qualified as a solicitor but highly desirable) • Attention to detail and accuracy. • Positive, professional attitude and able to remain calm under pressure. • Ability to prioritise and use initiative. • Good organisational skills. • Good team player – reliable, flexible, helpful and willing to “muck-in”. | |

| Behaviours level required: | Level required: |
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| <ul style="list-style-type: none"> • Delivery • Teamwork • Customer Excellence • Communicating • Developing Self and Others • Leadership • Problem Solving | <ul style="list-style-type: none"> • 2 • 2 • 2 • 2 • 2 • 2 • 2 |

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| Author: Date: | Signed by Job Holder: Date: |
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