

Position Description:

LEGAL COUNSEL (CORPORATE- COMMERCIAL) (Full-time)

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Reporting to: ECA General Counsel.

Location: HQ in Nyon, Switzerland. Travel to ECA-hosted events or other business engagements may be required from time to time.

ABOUT ECA

ECA is the sole independent body directly representing football clubs at European and International levels, formally recognised as such by our partners FIFA and UEFA. With a current membership base of more than 770 professional football clubs from across the continent, increasing all the time, ECA is the true representative voice of European clubs on the international football landscape.

Working closely with football's governing bodies, competition organisers and other professional stakeholders, ECA's core purpose is to place clubs at the 'Heart of Football'.

ECA is continually looking for the best talent to join our administration to ensure we enhance the value of our activities and services for Member Clubs. ECA has a rapidly growing team of over 50 people and is on a mission of organisational development, targeting a digitally led, performance-driven culture, delivering high impact outcomes for our colleagues, our members and ultimately for club football as a whole.

Equity, diversity, and inclusion are part of ECA's core values. We are committed to building and sustaining an inclusive and equitable working and learning environment for all staff and members.

POSITION MISSION

In this full-time position, you will be responsible for the corporate and commercial legal activities of ECA and the ECA legal department. Where a corporate and commercial legal perspective is required, you will also play a role in supporting the Sport Legal team on key regulatory matters with governing bodies.

You must be a team player and thrive on a collaborative approach to work. You will be an exceptionally organised individual with excellent written and verbal communication skills. You will be a great listener and a strategic thinker, politically aware, comfortable with working directly with senior people in the football industry. Your colleagues and counterparties will see you as a credible, reliable and trustworthy individual.

CORE RESPONSIBILITIES

Reporting to and assisting the ECA General Counsel, your main responsibilities will include:

- Provide legal guidance and advice to ECA and its different departments on corporate legal matters, including but not limited to corporate governance, ECA Statutes, internal processes & policies, employment matters.

- Provide legal guidance and advice to ECA and its different departments on commercial legal matters, including a variety of commercial contracts such purchase of goods & services, IT-contracts, IP related contracts, event related contracts, sponsor & partnership agreements etc.
- Support the drafting and review of company policies, including procurement policies.
- Support the drafting and review of GDPR policies and other compliance matters.
- Guide managers and ensure compliance with rules and regulations.
- Support the People & Culture department with employment matters.
- Legal Secretary work.
- Represent ECA at relevant industry law events.
- Any other task required by the position.

EXPERIENCE & REQUIREMENTS

- A minimum of 5 years of proven legal experience at a reputable law firm or international organisation.
- A generalist legal counsel who is comfortable handling diverse legal matters but with a proven experience in corporate law and commercial contracts with a strong commercial approach.

EDUCATION

- A completed Bachelor & Master of Laws (or equivalent). A bar qualification will be considered a strong asset, but it is not a requirement.
- Studies and/or knowledge of Swiss law will be considered a strong asset but are not a requirement.
- Advanced computer software skills, including Word as well as presentation with PowerPoint.
- Native or Fluent English **AND** French are a must (minimum C1 in writing). Additional languages, especially Spanish or Italian, are a strong asset.

SKILLS

- Generalist legal counsel comfortable handling diverse legal matters across a range of legal areas.
- Strong experience with drafting contracts with eye for detail.
- Strong organisational and time management skills with the ability to manage multiple tasks simultaneously.
- Demonstrated track record in building lasting and trusted relationships and partnerships with a broad range of senior leaders to shape and deliver agendas.
- An articulate communicator, able to influence and unite interest groups and build consensus in a calm manner with a view on the long term.

- Exceptional analytical, written/drafting and verbal communication skills.
- A positive and proactive mindset.
- Strong service orientation.
- Ability to work well in both a team and individually.

DIVERSITY

Football has the unique power to bring people from diverse backgrounds together. It breaks down barriers and creates a shared sense of identity and belonging.

At ECA, we are committed to playing our part in making the game – and the world around it – more inclusive, and this starts with our own organisation.

We are working to build a culture where everyone feels welcome, valued and respected – free from discrimination, bias or prejudice. We encourage applications from people of all backgrounds.

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You are invited to send your CV to the People & Culture Team at jobs@ecaeurope.com.

Due to the volume of applications we receive, we regret that we will only contact those candidates who have been selected for an interview.