

<b>Job Title:</b>	Solicitor
<b>Department:</b>	Finance and Legal
<b>Reporting To:</b>	Head of Legal
<b>Hours:</b>	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
<b>Location:</b>	St Andrews
<b>Contract:</b>	Full time – Permanent

**Job Purpose**

Based in St Andrews, The R&A runs professional championships including The Open and the AIG Women's British Open, elite amateur events, international matches and rankings. The R&A, through R&A Rules Ltd, governs the sport worldwide, outside of the United States and Mexico, on behalf of over 36 million golfers in 143 countries and with the consent of 157 organisations from amateur and professional golf. The R&A is at the forefront in modernising the sport and making it more relevant to today's society.

The R&A's purpose is to make golf more accessible, appealing and inclusive and to ensure it is thriving 50 years from now. The R&A is seeking to recruit a Solicitor to support our Head of Legal.

**Job Description**

**ROLE AND RESPONSIBILITIES**

Core responsibilities are:

- To assist the Head of Legal in providing legal advice to The R&A Group of Companies and The Royal & Ancient Golf Club of St Andrews
- Drafting and negotiating contracts for the procurement of goods and services, rights agreements relating to R&A Championships and other commercial contracts
- Advising on data protection compliance
- Advising on intellectual property matters including licensing, enforcement and management of The R&A's trade mark portfolio
- Support on property matters including land rental agreements for R&A Championships.
- Drafting, updating and managing policies and procedures
- Assisting with reporting to senior management, the Board and committees on legal matters

**QUALIFICATIONS AND EXPERIENCE**

- 2-4 years PQE
- Must be a qualified solicitor admitted to practise in Scotland
- Experience of drafting and negotiating commercial contracts
- Experience of advising clients on data protection compliance
- Experience of intellectual property law and intellectual property contracts
- A knowledge and interest in golf and of working in the sports industry is advantageous

**SKILLS**

In addition, the successful candidate will require:

- Excellent written and verbal communication skills
- Attention to detail
- Ability to deliver accurate, high quality work to tight deadlines
- Confidentiality and discretion required at all times
- Effective time and matter management skills
- Excellent interpersonal skills with the ability to communicate effectively and professionally

***To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectations to Laura Kane on [recruitment@randa.org](mailto:recruitment@randa.org) by the closing date of 29 March 2019.***

***How your information will be used***

*In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.*

*If you have any questions about The R&A's use of your data, please contact us.*

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.