



JOB DESCRIPTION

Post title:	Head of Legal
Reporting to:	Chief Executive Officer
Location:	ISM, 4-5 Inverness Mews, London W2 3JQ
Full or Part time:	Four days a week
Salary:	£50k-60k pro rata depending on experience

Job purpose

To coordinate the delivery of gold standard legal services to members of the ISM, advise the ISM on business related legal issues, ensure that the ISM's Procedures and Codes are kept up to date and revised as necessary, act as the Designated Safeguarding Officer and provide support to our campaigning as and when necessary.

Responsibilities

Ensure that the legal team and all associated suppliers deliver gold standard legal services to ISM members and go the extra mile and fight the member's corner.

Manage the in-house legal team, the legal budget and ensure that customer care and service is of the highest standard.

Ensure that the legal processes for managing work generated by ISM members are kept up to date and mitigate risk to the ISM.

Ensure all insurances required for carrying out the business of the ISM are maintained and negotiated on a timely basis.

Manage outsourced legal and tax advice work and other external suppliers/contractors to ensure optimal service delivery and effective cost management.

Work with our campaigns team to protect and champion the rights of musicians.

Generate data in relation to the usage of ISM legal services by members including levels of satisfaction and share with the SLT and the Board. Prepare Board papers as required.

Embed a secure data culture across the whole of the ISM Group and be the lead in connection with compliance bodies such as the ICO and the Charity Commission.

Lead on all aspects of child protection including handling concerns re child protection and members and act as the Designated Safeguarding Officer.

Support the ISM Group Boards, CEO and the SLT on legal matters to cover everything from governance, safeguarding, GDPR to drafting ISM Policies, Procedures and Codes.

Notify the CEO of any concerns regarding members breaching any of the ISM's Codes or Procedures.

Be responsible with the CEO for developing, maintaining and implementing policies, codes and procedures across the ISM Group including GDPR, safeguarding, and health and safety to manage risk and meet regulatory requirements.

Investigate and respond to complaints about legal services resources across the Group always recognising the member/ user is the customer.

Ensure that the legal in-house filing is maintained in good order and in a readily accessible format.

Give external presentations to a range of stakeholders and deliver training more generally via the ISM Group.

Maintain and update the Risk Register.

Ensure all Board members and staff understand and meet compliance obligations in connection with health and safety, safeguarding and GDPR and deliver requisite training.

Person Specification

Essential

- Degree or equivalent level of education
- Strong legal and managerial skills
- Practical experience of the music industry
- Demonstrable ability to deliver high quality services
- Demonstrable ability to lead and manage a team of professionals
- Demonstrable track record of success in previous roles
- Working knowledge of copyright, employment and contract law, governance & GDPR
- Good drafting and negotiating skills
- Good presentation skills
- Excellent oral and written communication skills with excellent attention to detail
- Ability to communicate persuasively using different media to a wide range of audiences
- A positive 'can do', solution orientated attitude
- Good team player who works well under pressure and to deadlines
- Committed to working for a not for profit or similar organisation
- High levels of emotional intelligence.

For further information please contact
membership@ism.org



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