

POST TITLE: Senior Employment Law Adviser

RESPONSIBLE TO: CEO

LOCATION: Independent Society of Musicians (the “ISM”)
4/5 Inverness Mews, London, W2 3JQ

Full or Part time: Full time

Salary: Circa £50,000

Job Purpose

Deliver gold standard legal services to ISM members primarily regarding employment issues and together with the rest of the legal team always go the extra mile to get the best outcome for the member. Give external presentations to a range of stakeholders including members and deliver training more generally via the ISM Group. Assist in the preparation of the quarterly Board papers for the legal function.

Main areas of responsibility

Deliver quick, accurate advice to members by phone, email and in meetings. Advice will be around all aspects of a musicians’ working life including employment, freelance issues, status, tax and holiday pay

Attend disciplinary and grievance meetings and other types of meetings on behalf of members eg redundancy and changes in terms and conditions and collective matters whether in person or virtually.

Negotiate appropriate settlements for members following taking careful instructions from the member.

Following consultation with colleagues and in compliance with internal criteria which includes obtaining permission from the CEO, refer employment law cases to our retained solicitors and keep in touch with the member throughout the ongoing processes.

In emergency situations where no other option is available and only after consultation with colleagues and the CEO issue ET1 proceedings in order to protect the member’s position.

Ensure that the ISM’s safeguarding policies and procedures are followed at all times.

Raise matters of concern with the Designated Safeguarding Person.

Help to ensure that the standard of legal advice given to members promotes high levels of retention and assists the recruitment of new members and embed a culture whereby the member feels well served by the ISM.

Assist in the recording of legal activity data as required and in the distribution of member feedback forms regarding their experience of legal services to aid the delivery of a gold standard legal service.

Assist in the interpretation of the member experience of legal services provision.

Work with colleagues to produce regular statistical reports and analysis on member use of the legal services.

Work with the Head of Charities and Services in the interpretation of such data.

Assist in the preparation of the quarterly Board papers for the legal function.

Assist in the creation and embedding of the legal services protocol to ensure delivery of legal services to members meet our agreed standards re member experience and the ISM Group's business goals.

Give external presentations and deliver webinars to a broad range of stakeholders including ISM members and musicians generally.

Contribute to the ISM's resources for members and provide features, blogs etc. across a range of platforms.

Contribute to policy work led by the Head of External Affairs.

Ensure the legal services team generates a high level of retention in the membership and supports recruitment.

Core commitments for all staff

Perform your role to a high standard, to time and with dedication and commitment.

Deliver the ISM Group's agreed objectives and maintain our reputation of working at the forefront of supporting the music profession.

Deliver 5 Gs at all times

Treat all colleagues, members and people you come in contact with as a result of your work at the ISM with fairness and respect and in accordance with our commitment to equal opportunities.

Ensure effective, efficient and timely communication with all colleagues and stakeholders with an emphasis on face to face communication.

Take responsibility for your own health and safety and responsibility for the reporting of hazards that you believe could impact on health and safety within the ISM's premises and other premises used by the ISM.

Staff are required to take part in the appraisal process and to undertake continuous professional development and training such as may be necessary to meet our business objectives.

Please note this job description provides a broad outline of the duties and requirements of the post and is subject to review and change to meet the ISM Group's operational needs.

Person Specification

Essential:

- Degree or equivalent level of education.
- Likely to have at least 5 years' experience working as an Adviser/ Caseworker in the field of employment law and contract.
- Demonstrable track record of success in previous roles focussing on service delivery.
- Very good current knowledge of employment law and experience of taking cases in the Employment Tribunal
- Good drafting and negotiating skills.
- Good at maintaining boundaries with ISM members
- Excellent oral and written communication skills with excellent attention to detail.
- Ability to understand people whose working lives may combine many different activities.
- A skilled communicator with ability to persuade a wide range of audiences and who enjoys giving external presentations and training non-lawyers.
- A positive 'can do' attitude.
- Good office skills.
- Works well in a team, under pressure and to deadlines

10 Sept 2026