



British Aikido Board

*Sports England Recognised
Governing Body for Aikido in the UK*

LEGAL OFFICER

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description:

The post of Legal Officer is an appointed post. The purpose of the post is to advise the Board on all legal matters relating to its role as the NGB for Aikido in the UK. The duties and responsibilities include but are not necessarily limited to:

- Attending Executive Committee and General Meetings of the Board, when requested.
- Advising on changes to UK and EC legislation relating to the Board's operation.
- Maintaining an overview on the on-going effectiveness of the Board's Constitution and advising on changes, as required.
- Supporting the Board in seeking and maintaining Charitable status and becoming a Company Limited by Guarantee.
- Representing/arranging for appropriate representation on behalf of the Board in all instance where legal action is involved, affecting the Board.
- Advising the Board, as necessary, on cases relating to Child Protection issues.

Person Specification:

- Hold a full legal qualification.
- Currently practicing/or has practiced within the last 5 years, as a Solicitor/Barrister/Legal Adviser
- Direct working knowledge in at least one of the areas, specified above, would be advantageous.
- IT Literacy
- A knowledge of the art of Aikido would be an advantage but is not essential.