



TITLE OF POSITION: Legal Counsel
REPORTS TO: General Manager UK
NUMBER OF DIRECT REPORTS: None
OFFICE LOCATION: Richmond, London
CONTRACT TYPE: Fixed term to end of October 2025

ROLE OVERVIEW

The Legal Counsel at STH provides crucial legal support across STH's UK operations, managing a diverse range of legal matters with guidance from more senior legal staff. This role encompasses drafting and negotiating agreements, advising on compliance issues, and assisting with legal due diligence to ensure robust support for STH's business objectives.

MAIN ACCOUNTABILITIES

- **Manage Comprehensive Legal Operations:** support global legal efforts across STH Group offices and optimise legal and governance practices to ensure proactive issue handling and improved efficiency.
- **Draft and Negotiate Key Agreements:** Handle the drafting and negotiation of various commercial agreements including marketing services, IT outsourcing, construction, catering, and venue hire, to uphold robust legal support and compliance.
- **Advise on Business Transactions and Compliance:** Provide advice on hospitality and travel agent appointments, sales terms, privacy, consumer laws, and general commercial law principles to secure compliant and effective agreements and protect organisational interests.
- **Provide Legal Support for Human Resources:** Provide comprehensive legal backing for HR issues including drafting employment contracts, managing amendments, handling redundancies, and addressing ad-hoc legal inquiries to safeguard organisational interests.
- **Legal Due Diligence and Formulate Standard Documents:** Undertake thorough legal evaluations on suppliers, consultants, and agents, and draft critical legal documents such as sale terms, privacy policies, and website terms and conditions.
- **Intellectual Property and Data Protection:** Resolve intellectual property issues and implement data protection compliance strategies to maintain brand integrity to comply to legal standards.
- **Legal Training:** Conduct training sessions on legal, commercial, and regulatory issues to improve organisational understanding and compliance.
- **Develop Strong Partnerships:** Develop strong partnerships both internally with management and staff, and externally, to enhance operational effectiveness and legal compliance.
- **Additional Duties:** Perform any additional duties as required by the business to support its legal needs.

KEY EXPERIENCE

- **Legal Qualification:** 2-3 years' post-qualification experience, with exposure to a variety of legal tasks and an eagerness to develop further in diverse areas of law.
- **Project Involvement:** Involvement in supporting legal projects and transactions with guidance from more experienced legal personnel.
- **Drafting and Negotiation Skills:** Demonstrated ability in drafting and negotiating simpler commercial agreements, with support from more senior legal staff, focusing on compliance and effective contract management.
- **Legal Advisory:** Basic experience in providing legal advice on a range of matters including privacy, consumer law, and general commercial principles, particularly to support the hospitality and travel sectors.
- **Contract Management:** Experience in managing contracting processes, particularly in drafting template agreements for hospitality and travel agents and responding to related queries.
- **Legal Support for HR:** Some experience in supporting HR functions with legal matters such as employment contracts and amendments, under supervision.
- **Legal Due Diligence:** Ability to conduct due diligence on suppliers, consultants, and agents with attention to detail and accuracy.
- **Document Drafting:** Skill in drafting standard legal documents like sales terms, privacy policies, and website T&Cs.
- **IP and Data Protection:** Exposure to issues related to intellectual property and initial involvement in resolving such matters and assisting

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with data protection compliance.

- **Training and Support:** Ability to contribute to legal training sessions and maintain legal awareness within the organisation.

DESIRABLE COMPETENCIES

- **Organisational Skills:** Well-organised with the ability to manage multiple tasks efficiently.
- **Proactive Approach:** Proactively addresses issues with a keen interest in developing legal solutions.
- **Passion for Law:** Demonstrates a passion for the field of law and a motivation to continually improve and learn.
- **Professional Demeanour:** Maintains professionalism in all communications and dealings.
- **Communication Skills:** Persuasive and confident in presenting legal points, even at an early career stage.
- **Attention to Detail:** Meticulous attention to detail, ensuring accuracy in all legal documents and advice.

A passion for sport would be beneficial but is not essential.

WHO WE ARE

[STH Group](#) is a [Sodexo Live!](#) company, with offices in London, Auckland and Melbourne, enabling a truly global reach and service offering.

Our Company partners with event owners to make the biggest sporting events in the world - even better! From the Olympic Games in London and Tokyo, the Cricket World Cup in England & Wales to the Rugby World Cups in Japan, England, New Zealand and France, our award-winning team cover the globe to create travel and hospitality programmes with one simple ambition – to leave sports fans knowing they have just been part of an experience of a lifetime

At STH, you belong to something greater; our experiences are unique and so are our people. Bring personality, your background, and your desire for delighting others; in return we'll give you all you need to thrive. Through joining **STH, you will be part of** an inclusive and driven culture, that focuses on collective success and empowerment; we thrive of making the memorable, unforgettable for thousands of global sporting fans. We champion the ethos of the sports teams we represent and ensure our culture is one that is opportunity driven, both for the customers we serve – and the people who make them possible!

WHAT WE STAND FOR

STH Group identify the below values as fundamental commitments for every member of our team. Like the athletes we admire and connect with fans, we use these as our guiding compass in everything that we do, which supports a “one-team” mentality, culture-code and aligned directive.

- **Service Spirit:** We are customer obsessed, encouraging our teams to anticipate expectations and take pride in all services they deliver.
- **Spirit of Progress:** We strive to be trailblazers; we seek continuous improvement and innovation in everything that we do.
- **Team Spirit:** We thrive on winning together, delivering exceptional outcomes for our customers, employees, partners, and the communities in which we operate.

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