

ITF ROLE OVERVIEW

JOB TITLE:	Paralegal
DEPARTMENT:	Integrity – Legal / Safeguarding
REPORTING TO:	Senior Counsel, Governance & Regulatory
LOCATION:	Roehampton, London

We currently work to a hybrid model requiring a mandatory minimum of 3 days per week working in the office currently based in Roehampton, London and as part of this, Mondays and Tuesdays are 'anchor days' where all staff are obliged to work from the office.

International Tennis Federation (ITF) is the world governing body of tennis. Founded in 1913, its purpose is to ensure the long-term growth and sustainability of the sport, delivering tennis for future generations in association with its 213 member nations. The ITF oversees the rules and regulations that govern international and national competition.

The ITF is responsible for the worldwide development of tennis through its highly regarded Development Programme, its Science and Technical department which monitors equipment and technology, and its Officiating department which oversees the education and advancement of officials. The ITF is the owner and co-owner of the two largest annual international team competitions in tennis, the Davis Cup and Billie Jean King Cup (BJKC) by Gainbridge and manages the Olympic and Paralympic Tennis Events on behalf of the IOC and IPC. The ITF organises over 1,500 weeks of men's, women's and junior tournaments on the ITF World Tennis Tour, ITF Beach Tennis Tour, UNIQLO Wheelchair Tennis Tour and the ITF Masters Circuit. The ITF upholds the highest standards of integrity and is a partner in the International Tennis Integrity Agency.

Overview of Department:

The Legal Department was established in 2017 and now has six lawyers that advise the ITF on a range of legal issues including dispute resolution, sporting regulation and disciplinary matters (including safeguarding), corporate governance and ethics, licensing of commercial rights, data protection and other general legal matters. The primary objectives of the department are to deliver a world-class regulatory programme across the ITF's range of events, to advise on commercial matters, and to support the commitment to uphold the highest standards of integrity within the ITF's governance. The department endeavours to provide pragmatic and commercial advice, as well as educate colleagues and improve working practices more generally. The team works closely to apply the right mix of expertise to each issue, as well as ensure back-up cover. External counsel is used where appropriate.

The role:

The paralegal role assists with advice on a wide range of issues that arise from across the ITF business. The role provides support to both the legal team and directly to departments throughout the ITF. Responsibilities include:

- Disciplinary and dispute resolution:
 - Providing secretariat assistance to the Internal Adjudication Panel;
 - Supporting on cases and appeals being heard by the Independent Tribunal or Safeguarding Panel, including working on investigations into breaches of the Code of Conduct, preparing charges, evidence and submissions;
 - Assisting in dealing with disputes before CAS as required.

- Data Protection:
 - Assisting with the review of, and amendments to, the ITF's policies and procedures in relation to data protection;
 - Supporting other departments with data protection compliance including data sharing agreements, privacy notices and data privacy impact assessments;
 - Acting as secretariat for the Data Protection Steering Committee;
 - Assisting with responses to Data Subject Access Requests;
 - Liaising with the DPO as required.
- Regulations:
 - Assisting with advice to other departments on the application of the relevant Regulations, Rules and/or Procedures;
 - Supporting with the drafting of amendments to Regulations and other governance documents of the ITF.
- Commercial:
 - Assisting with the drafting of commercial agreements and non-disclosure agreements.
- Governance and Compliance:
 - Assisting on corporate governance and compliance matters, including in relation to the ITF group companies (ITF Limited, ITF Licensing (UK) Ltd and Billie Jean King Cup Ltd);
 - Supporting with the roll-out and implementation of new governance requirements introduced under the ITF Constitution in relation to National Associations and Regional Associations.

As the needs of the business can evolve rapidly this role may change accordingly, therefore this document should be viewed as guidelines which are subject to change.

You will have...

Essential

- ✓ Paralegal with a law degree and at least 2 years' experience in private practice or with an in-house legal team
- ✓ Demonstrable and relevant experience particularly in regulatory, governance and data protection
- ✓ First rate technical legal skills, especially in legal research, drafting and interpretation of regulations and other documents
- ✓ Ability to work autonomously, use initiative and have excellent organisational skills to enable effective management of a significant range of responsibilities
- ✓ Excellent interpersonal and communication skills (written and oral), with stakeholder and relationship management experience
- ✓ Ability to apply expertise to both legal and non-legal challenges
- ✓ Ability to communicate in an accessible way and with commercial acumen for non-legal colleagues
- ✓ The ability to work well with others and be a team player

Desirable

- ✓ Experience of working for or advising international sports federations, national governing bodies or other similar organizations
- ✓ Pre- or post-qualification experience in commercial/corporate law
- ✓ An interest in, or knowledge of, tennis and/or sport generally

- ✓ A foreign language, ideally Spanish or French, in addition to English (fluent written and spoken)

What we offer....

- 25 days holiday per annum plus UK bank holidays
- Private Healthcare
- Group personal pension scheme, Life assurance and Wellbeing allowance
- Health Cash Plan
- Free lunch when working in the office (up to £9 per day)
- Complimentary healthy snacks and fresh fruit when working in the office
- Ride 2 Work scheme
- Free parking on site
- Working hours: based on 35 hours per week. Normal office hours are 09.00 -17.00 Monday to Friday. Core Hours are 10am-4pm.

Application process:

Send your cover letter and CV to thomas.courtney@itftennis.com with 'Paralegal' in the subject field of the email, clearly indicating in your cover letter that you have a right to work in the UK both now and in the future.

Closing date for applications, is 16:00hrs on Monday 1 December 2025

A DBS check may be required of the successful applicant.

Equality, diversity & inclusion (EDI) is a fundamental priority for the ITF. Our philosophy focusses on embedding inclusive behaviours and processes across every element of our business practices.

The ITF processes your applicant data in accordance with our Privacy Notice – Recruitment, which can be found on [our website](#).