



The European Volleyball Confederation (CEV) is the institution responsible for governing 56 National Federations throughout Europe and is recognised as such by the Fédération Internationale de Volleyball (FIVB).

Our ultimate goal is to promote Volleyball, Beach Volleyball and Snow Volleyball and to raise the status of our sport to a higher level. Whether the game is played indoors, on sand or on snow, Volleyball connects and brings people together from children playing in their free time up to professional and elite athletes.

We cultivate a strong sense of togetherness with all stakeholders, the Member National Federations, their national leagues, clubs, players, coaches, organisers and other partners of European Volleyball, from grassroots level to the top events.

We are currently looking to recruit a:

## Legal Coordinator

Location:	Luxembourg
Type of contract:	Full time - Permanent
Department:	Legal & Transfers Department
Reporting to:	Head of Administration & HR
Salary:	Competitive
Start date:	Earliest

This role combines the management of all legal aspects related to the day-to-day business of the CEV as well as the strategical approach.

Responsibilities:

- Monitor, assess and prevent any legal risks arising from practice, change of regulations / laws and from European and/or national law (i.e. **data protection**, intellectual property rights, etc.)
- Manage the CEV Regulatory Framework (drafting, coordinating and gathering proposed changes, answering questions, harmonising content and layout, etc.)
- Manage contracts with organisers and partners (coordinating with various departments, drafting, sending, recording, following-up, etc.)
- Support and assist the various CEV bodies (especially the Legal Chamber and Legal Commission)
- Provide legal support to the CEV departments in their day-to-day business
- Manage disciplinary cases and financial disputes (investigating, collaborating with other departments, reporting, supporting decision makers, etc.)
- Collaborate with the FIVB Legal Department
- Assist with International transfer matters
- Manage Business Register of Luxembourg

Requirements:

- Master's Degree in Sports Law
- Knowledge of Luxembourgish law will be considered an advantage
- 3-5 years' experience in international sports institutions
- DPO Certification
- Fluent English and French, written and spoken
- Excellent communication skills
- Strong organisational and planning skills, ability to multi-task and prioritise work in a fast-paced sport environment
- Attention to detail and problem solving skills
- A good sense of pro-activity and team spirit
- Ability to suggest improvements
- Proficiency in MS Office
- Flexibility in terms of job content and readiness to assist other colleagues/departments whenever needed
- Eager to work in a multi-national environment

If you are a highly talented professional, wishing to further your career in an exciting, professional, and international environment, we encourage you to send your **CV and cover letter\*** in English to:

Confédération Européenne de Volleyball

Mrs. Annemiek van Baarsen – Head of Administration & HR – [jobs@cev.eu](mailto:jobs@cev.eu)

*\*Please save your files as follows: Last name-first name-CV and Last name-first name-CL.*

Deadline for Applications: 11<sup>th</sup> July 2023