Job title: Legal Officer

Reporting to: Director of Legal Services

Location: ISM, 4-5 Inverness Mews, London W2 3JQ

Contract: Permanent and full time

Salary: £31k to £33k depending on experience

Job purpose

Deliver gold standard legal service to ISM members and go the extra mile and fight the member's corner. Maintain records and produce reports as necessary. Deliver gold standard resources, in particular member updates, and advice materials for members and the wider music community.

Responsibilities

Deliver quick, accurate advice to members by phone, email and in meetings. Advice will be around all aspects of a musician's working life including employment, freelance issues, status, unpaid fees and basic contractual matters.

Keep and maintain accurate records of member contacts with legal services and produce regular statistical reports and analysis on member use of services as directed by the Director of Legal Services.

Ensure that client care is of the highest standard using robust systems and follow up client satisfaction questionnaires.

Prepare advice materials for members to be included in member communications and the ISM website. These could range from resources on legal advice through all aspects of being a professional musician and teacher. e.g. employment law, copyright, freelance issues, status, tax, maternity, royalties, events, fees, safeguarding and contractual matters.

Under the direction of the Director of Legal Services maintain and develop the Legal sections of the ISM’s website.

Attend meetings of other teams, where necessary, to liaise on legal matters.

Act as the ISM archivist maintaining the historical records of the organisation and answer any queries relating to those records.

Proofread publications and member communications to ensure that they are accurate and free from typographical errors.

Ensure effective, efficient and timely communication with all colleagues and stakeholders.

Other tasks as directed by the Chief Executive and Director of Legal Services.

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 the ISM’s 5Gs at all times (Grow the membership of the ISM, Grow the income of the ISM, Grow the influence of the ISM, deliver Gold standard services, Great people)

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:**

- Law degree or equivalent work experience, including trade union work. A professional legal qualification would be advantageous.
- Excellent attention to detail and written skills
- Proactive and dynamic with a positive ‘can do’ attitude and a clear focus on outcomes and impact.
- Good interpersonal skills
- Good emotional intelligence
- Demonstrable track record of success in previous roles.
- Strong legal instincts
- Fast and effective worker and problem solver.
- Good team player who works well under pressure and to deadlines.

**Desirable:**

- Interest in the arts and music in particular
For further information please contact membership@ism.org

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