



Legal Coordinator

About Us:

The **European Volleyball Confederation (CEV)** is the governing body for Volleyball and Beach Volleyball in Europe, overseeing elite competitions such as the CEV Champions League Volley, EuroVolley, and EuroBeachVolley among others.

Our mission is to develop and promote the sport, while ensuring compliance with legal and regulatory frameworks that support fair play, good governance, and commercial partnerships.

To strengthen our legal and governance operations, we are currently looking for a **Legal Coordinator** to support CEV's Legal & Transfers Department in handling regulatory, contractual, and compliance matters.

Location:	Luxembourg
Type of contract:	Full time, 1-year fixed term contract with subsequent potential permanent contract
Department:	Legal & Transfers Department
Reporting to:	Managing Director
Salary:	Competitive
Start date:	Earliest

Your Role:

As a **Legal Coordinator**, you will assist in drafting and reviewing contracts, ensuring compliance with sports regulations, and providing legal support for CEV's governance, events, and commercial activities. You will work closely with internal teams, National Federations, and external legal advisors to help ensure smooth legal operations across all CEV activities.

Responsibilities:

- Assist in drafting, reviewing, and managing contracts, including sponsorship, media rights, event hosting, and service agreements
- Ensure compliance with CEV's regulatory framework, governance rules, and disciplinary procedures
- Provide legal support for dispute resolution and disciplinary matters in coordination with internal and external legal advisors
- Monitor legal and regulatory developments in sports law, commercial law, and governance that may impact CEV
- Assist in handling intellectual property matters, data protection compliance (GDPR), and contractual risk assessments
- Maintain and update legal documentation, policies, and internal records
- Collaborate with the relevant departments to ensure legal alignment in sponsorships, licensing, and rights management

Skills & Requirements:

- Law degree (LLB/Bachelor of Laws, Master's Degree in Law, or equivalent)
- 1–3 years of experience in legal coordination, sports law, contract management, or compliance, preferably in a sports organisation or law firm
- Strong understanding of sports law, governance, commercial contracts, and compliance
- GDPR knowledge is a plus
- Excellent research, drafting, and analytical skills
- Ability to handle multiple tasks, prioritise workload, and work under deadlines.
- Strong communication skills and attention to detail
- Flexibility in terms of job content and readiness to assist other colleagues/departments whenever needed
- Fluency in English and French is required; additional European languages are a plus.

How to Apply:

Send your CV and motivation letter (ML) outlining your legal experience to jobs@cev.eu

Deadline for Applications: 28 March 2025

**Please save your documents as follows: Last name–first name–CV and Last name–first name–ML.*

Join CEV and help shape the legal framework that supports the continued growth and success of European Volleyball!