

Job opening: Legal Manager

1. About the Role

HKCTA is seeking a pragmatic and self-reliant Legal Manager to provide in-house legal and compliance support across our compliance, HR, events and CSR activities. Reporting to the Director of Finance and Control, you will be the Association's first point of contact for legal matters, working closely with the Director of Finance and Control, the Executive Committee and the Legal Committee.

This is a hands-on, generalist role suited to a mid-level legal professional who can manage a broad workload, draft and negotiate routine contracts, maintain statutory compliance, and know when a matter requires escalation to the Director of Finance and Control, the Legal Committee and/or the Executive Committee. You will not have a large legal team or guaranteed external counsel support - resourcefulness, prioritisation and clear risk communication are essential.

2. Key Responsibilities

A. Regulatory & Corporate Compliance

- Prepare and submit statutory filings to the Companies Registry (annual returns, director/secretary changes, registered office changes, etc.).
- Manage filings, notifications, and compliance obligations with the LCSD and other governing bodies (e.g., CSTB, SF&OC, ATP, WTA).
- Maintain statutory registers, minute books, and corporate records in coordination with the Director of Finance and Control and the external service provider
- Monitor relevant legislation (Companies Ordinance, Employment Ordinance, PDPO, Anti-discrimination Ordinances) and brief management on changes.
- Maintain a compliance calendar and ensure all deadlines are met.

B. HR Legal Support

- Draft, review, and maintain employment and service agreement templates for staff, coaches, contractors, and volunteers.
- Advise HR on Employment Ordinance matters, including termination, severance, leave entitlements, MPF, and minimum wage.
- Review and update the Employee Handbook, disciplinary procedures, and grievance policies.
- Advise on employment vs. independent contractor classification risks.
- Handle employee disputes and liaise with the Legal Committee or pro bono counsel where escalation is required.
- Advise on data privacy issues in HR and recruitment.
- Support visa/immigration matters for foreign players, coaches, service providers and guests as needed.

C. Sports Events & Commercial Contracts

- Review tender documents for compliance with funding body requirements.
- Draft, review, and negotiate:
 - Service provider agreements (venue, hotel, broadcasting, catering, marketing, etc)
 - Sponsor agreements (rights, branding, payment, exclusivity, termination)
 - Venue hire and facility agreements, and related licence applications
 - Athlete agreements
 - Media and image rights agreements

- Advise on event risk management: insurance, indemnities, liability caps, force majeure, cancellation/postponement.
- Manage IP matters (logos, trademarks, event marks) and refer infringement issues to the event team and the Legal Committee.

D. CSR & Funding Agreements

- Draft, review, and manage funding agreements (charity / trustee grants, corporate donations).
- Ensure compliance with funding conditions, reporting deadlines, and use-of-funds restrictions.
- Draft and review CSR event agreements, partnership MOUs, and sponsorship-linked CSR arrangements.
- Advise on charitable/tax-exempt implications in collaboration with Finance and Control.
- Conduct donor/partner due diligence and maintain a funding obligations register.

E. General Legal & Administrative Support

- Maintain a contract management system (repository, version control, renewal alerts).
- Prepare legal risk summaries and board papers for the Council, the Executive Committee and Legal Committee.
- Provide legal awareness training to staff on contract basics, data privacy, and conflicts of interest, etc.
- Conduct legal research and respond to ad-hoc queries.
- Manage relationships with external law firms (paid and pro-bono), including scoping, briefing, and tracking matters.

3. Person Specification

Essential

- Degree in Law, or equivalent contracts/compliance experience.
- 2–6 years' relevant experience (in-house, law firm, NGO, or sports sector).
- Strong drafting and negotiation skills in English; Chinese language capability will be an advantage.
- Working knowledge of Hong Kong company law, employment law and contract law.
- Experience with regulatory filings (Companies Registry, LCSD, or similar).
- Ability to work autonomously and prioritise a varied workload.
- Strong communication skills — able to explain legal risk to non-lawyers.
- High integrity and discretion.

Desirable

- Chinese language capability (Cantonese and/or Putonghua) — an advantage for liaising with local governing bodies, funding partners, and community stakeholders.
- Sports law, event management, or NGO governance experience.
- Familiarity with charity funding compliance and CSR agreements.
- Knowledge of PDPO and safeguarding requirements.
- Experience managing external legal advisors.
- Contract management system experience.

Personal Attributes

- Pragmatic and commercial.
- Resourceful.
- Calm under pressure and able to meet deadlines.
- Collaborative and respectful with colleagues, council and committee members.
- Proactive in flagging risks and proposing solutions.



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4. Application Process

Interested candidates should submit a CV and covering letter to info@tennishk.org by 4 October 2026. Please indicate on the subject of the email "Application for Legal Manager". Shortlisted candidates will be invited to an interview with the Director of Finance and Control and representatives of the Executive Committee / Legal Committee. HKCTA is an equal opportunity employer and welcomes applications from all qualified candidates.

Applicants who are not invited for interview within three months may consider their applications unsuccessful. All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.