

POST TITLE: Legal Adviser - Contract and Copyright
RESPONSIBLE TO: CEO
LOCATION: Independent Society of Musicians (the "ISM")
4/5 Inverness Mews, London, W2 3JQ
Full or Part time: Full time
Salary: Circa £42k

Job Purpose

Deliver gold standard legal services to ISM members primarily regarding unpaid fees, breaches of contract and copyright issues and develop knowledge in AI law as it relates to creatives. Together with the rest of the legal team always go the extra mile to get the best outcome for the member Give external presentations to a range of stakeholders including members and deliver training more generally via the ISM Group. Assist in the preparation of the quarterly Board papers for the legal function.

Main areas of responsibility

Deliver quick, practical and accurate advice to members by phone, email and in meetings. Advice will be around all aspects of a musicians' working life and in particular unpaid fees, breaches of contract, copyright/ AI issues and noise disputes.

Assist the member in enforcing their rights under copyright law. Keep up to date on the emerging law around copyright and AI and advise members as and when relevant.

Take all necessary steps to recover unpaid fees including supporting the member in connection with claims in the small claims court and in the copyright tribunal.

Contribute to policy work led by the Head of External Affairs from time to time.

Contribute to the ISM's resources for members and provide features, blogs etc. across a range of platforms.

Provide professional development to ISM members and the music sector across a range of legal issues using a variety of platforms including face to face presentations.

Help to ensure that the standard of legal advice given to members promotes high levels of retention and assists the recruitment of new members and embed a culture whereby the member feels well served by the ISM.

Assist in the recording of legal activity data as required and in the distribution of member feedback forms regarding their experience of legal services to aid the delivery of a gold standard legal service.

Assist in the interpretation of the member experience of legal services provision.

Work with colleagues to produce regular statistical reports and analysis on member use of the legal services.

Work with the Head of Charities and Services in the interpretation of such data.

Assist in the preparation of the quarterly Board papers for the legal function.

Ensure that the ISM's safeguarding policies and procedures are followed at all times.

Raise matters of concern with the Designated Safeguarding Person.

Help to embed the legal services processes and protocols to ensure delivery of high quality legal services to members.

Help to foster a strong team culture within the legal team.

Assist in updating the legal section of the ISM website.

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 5 Gs at all times.

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:

- Degree or equivalent level of education.
- Likely to have at least 3 years' experience working as a Caseworker/ Legal Adviser regarding breaches of contract and copyright.

- Demonstrable track record of success in previous roles advising workers.
- Good current knowledge of contract law and experience of supporting individuals in bringing small claims.
- Willingness to learn areas of the law that may be new to them and advise members accordingly.
- Solutions-driven while working to deadlines
- Ability to manage many cases at the same time and manage changing priorities.
- Good at managing boundaries when supporting ISM members
- Good drafting and negotiating skills.
- Excellent oral and written communication skills with excellent attention to detail.
- Ability to understand people who are dealing with difficulties at work.
- Ability to communicate persuasively to a wide range of audiences.
- Enjoys giving external presentations and training non-lawyers.
- A positive 'can do' attitude.
- Works well in a team, collaboratively with colleagues

16 Sept 2026