

Legal Assistant



Role Details

Reports to: Head of Legal & Governance

Location: Central London

Hours: Part time. 14 hours a week, flexible

Salary: £9,600 p.a. (£24,000 p.a. FTE)

Contract type: Permanent

Closing date: 21 November 2019

Our vision and mission

Our vision is of a world in which working horses, donkeys and mules are free from suffering.

Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organisations.

About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them.

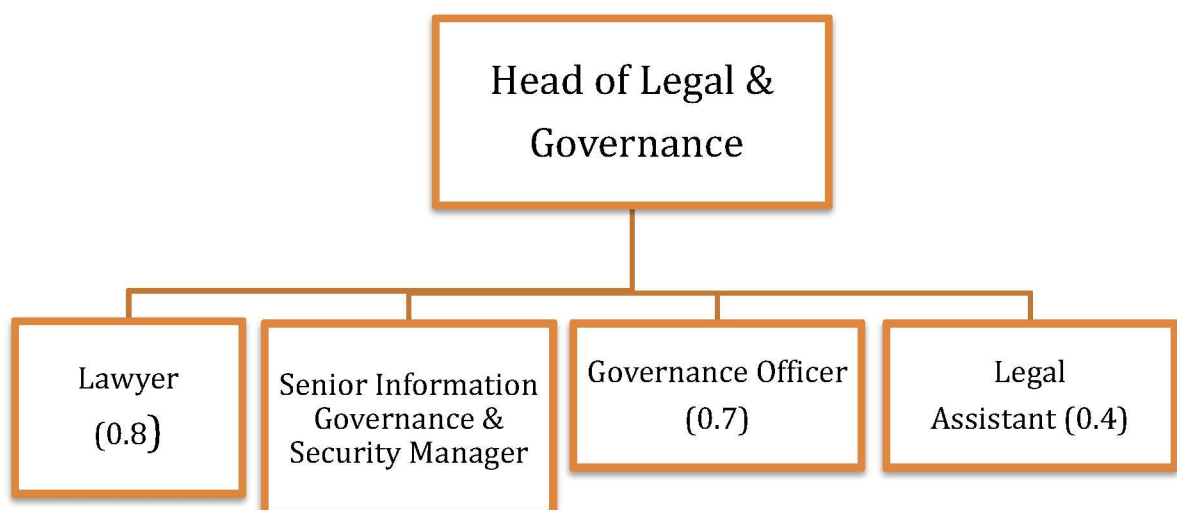
We reach over 2 million working animals across Africa, Asia, Latin America and the Middle East. Our staff include vets, animal welfare experts and advocacy and development specialists.

Our aim is to equip local people with the knowledge and skills to give their horse, donkey or mule a better life.

Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

Department Structure and Position of the role



Purpose of Role

To provide administrative support to the Legal & Governance department. It might suit a law graduate who is studying part-time for the LPC/BPTC, or a more experienced paralegal/chartered legal secretary.

Key Responsibilities and Duties

- 1 Acting as a point of contact for the Legal team and, when appropriate, taking initial instructions from internal clients.
- 2 Drafting routine correspondence and reports and creating documents in Alfresco.
- 3 Assisting with contract management and maintaining data processing records.
- 4 Assisting the Senior Information Governance & Security Manager with the process of gathering information for Subject Access Requests, Right to be Forgotten Requests and other queries made by data subjects.
- 5 Assisting the Head of Legal & governance in producing papers for Board, committee and management meetings.
- 6 Monitoring cases and deadlines with external lawyers and ensuring fees are paid promptly.
- 7 Organising and taking minutes at Legal team meetings.
- 8 Conducting legal research and basic due diligence checks on external suppliers/partners.
- 9 Processing purchasing orders on IMS for Legal & Governance expenditure.
- 10 Booking travel, conferences, etc. for members of the Legal & Governance team.
- 11 Building good relations with internal stakeholders on behalf of the Legal & Governance team.

General

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.
- Adhere at all times to Brooke's policies and procedures

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	Law degree or equivalent (e.g. GDL).	X	
2	Experience of working in a law firm or in-house legal department.	X	
3	Good knowledge of data protection laws and practice (including GDPR).	X	
4	Excellent interpersonal and verbal and written communication skills.	X	
5	Exceptional organisational skills with a keen eye for detail.	X	
6	Awareness of maintaining and adhering to principles of confidentiality.	X	
7	Proven ability to undertake research independently and efficiently.	X	
8	Ability to pick up unfamiliar areas of work with a positive attitude.	X	
9	Confidence in dealing with internal and external stakeholders at all levels.	X	
10	Ability to take direction and proactively work little or no supervision Experience of working in the charity sector.	X	
11			X

Our Competency Framework

Brooke's competency framework translates Brooke vision, mission and values into easily identifiable behaviours that all staff are expected to demonstrate at all times.

Competency	What it means
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others

Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes
Communication & Influence	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals

Employee Benefits:

Brooke has a competitive benefits package. To find out more, please visit:

<https://www.thebrooke.org/about-brooke/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at recruit@thebrooke.org