

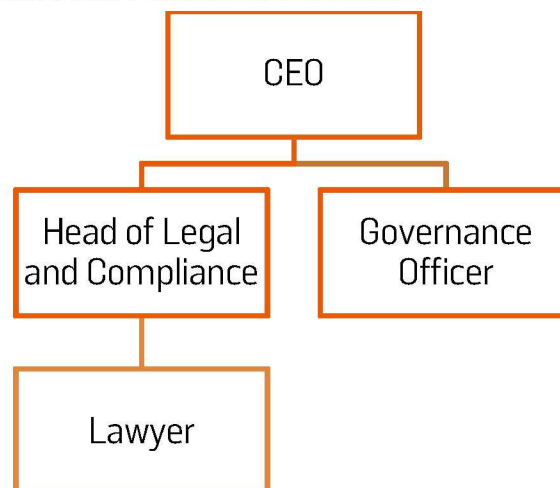
JOB DESCRIPTION

Job Title: Lawyer

Job ref: CE1701

Reports to:	Head of Legal and Compliance
Responsible for:	No direct reports
Location:	Central London
Salary:	£44,290 per annum (pro rata)
Staff Benefits:	25 days' annual leave (pro rata), contributory pension, life assurance
Hours:	28 hours a week, either 4 full days or 5 shorter days
Conditions:	Fixed Term for 12 month - Potential for permanent role in the future.
Closing date:	14 January 2019

Departmental Structure and Position of the Role:



Purpose of role:

The role will report to the Head of Legal and Compliance and will involve dealing with a wide range of both charity and commercial work, with a particular focus on fundraising and technology contracts.

The role will ensure all legal services are aligned to Brooke's strategy and compliant with all applicable laws and codes of practice. The individual will provide support to a diverse range of stakeholders.

Key tasks and responsibilities:

- Negotiate and draft various types of commercial agreements and see matters through to the finish while advising on commercial, legal and strategic aspects to contract owners.
- Examples of the work that the individual will undertake are as follows:
 - contracts with the charity's business partners such as those with commercial participators, professional fundraisers, sponsors and contracts for events. It will be necessary to take into account and manage tax risk appropriately and make full use of the charity's tax exemptions and that these are accordingly reflected in contracts and other legal documents.
 - technology contracts with the charity's suppliers including variation letters and agreements.
 - collaboration and co-operation agreements and Memoranda of Understanding with other NGOs and international organisations, non-disclosure agreements and consultancy agreements.
 - advising programmes and other departments on charity and corporate law and guidance.
 - advising on fundraising law and practice and drafting terms and conditions eg for competitions. A good knowledge of social media would be very helpful for this role.
- The individual will also need to be able to take into account and demonstrate compliance with the following:
 - Ensuring that legal services provided to the charity are aligned with its strategic goals and objectives in compliance with all applicable laws and codes of practice;
 - Providing legal services, including risk assessments, creative problem solving, and broad legal and business advice to best achieve Brooke's goals and objectives.

- o Work with senior internal stakeholders within the charity in relation to contract negotiation.
- o Discovering areas that are not in keeping with current best practice and providing workable solutions.
- o Ensuring that all stakeholders, such as operations and finance understand and adhere to contractual negotiation processes.
- o Deliver a staff training programme on contracts.

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.

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	A degree in law and extensive experience of working at a senior level within a legal department. Demonstrable experience in commercial transactions.	x	
2	Proven experience advising internal stakeholders about legal risks, negotiation strategies, and proposed courses of action to mitigate risk.	x	
3	Strong, pragmatic commercially minded business acumen, including the ability to advise at a strategic and operational level, recognizing the business consequences of legal advice and working with stakeholders to find a solution.	x	
4	Committed to continuous professional development to keep up to date with new areas of law and share updates with appropriate stakeholders.	x	

5	Sound and persuasive problem solving skills combined with the ability to quickly assess potential for risk and opportunity and offer practical business solutions to stakeholders to reach a resolution	x	
6	Excellent time management skills with the ability to manage multiple projects and conflicting demands simultaneously, and meet deadlines with consistently high-quality work product.	x	
7	Excellent communication skills, both written and verbal and adapt communication style as appropriate. In particular, have the ability to articulate legal positions and strategies concisely and quickly, in a manner understood by non-legal staff.	x	
8	Able to form respectful and effective working relationships with a diverse range of stakeholders	x	
9	Able to work independently and on own initiative, as well as being an excellent team player, supporting team colleagues and contributing towards the overall team objectives.	x	
10	Experience of data protection and privacy laws particularly in the context of social media and intellectual property laws (mainly trademarks and copyright)		x
11	Experience of working for an NGO or an INGO		X

Brooke Competencies	Skills & Abilities
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.

This job description is a written statement of the key aspects of the above job. This document details the main responsibilities, tasks and includes a note of the skills, knowledge and experience required for a satisfactory level of performance. A job description is not intended to be an exhaustive account of all aspects of the duties involved

Employee benefits:

If you would like to know more about our employee benefits, please visit:

<http://www.thebrooke.org/jobs/employee-benefits>

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