

A red squirrel is perched on a weathered tree stump, facing right. Its bushy tail is raised and slightly curved. The background is a soft-focus field of purple heather under a bright, hazy sky.

ROLE PROFILE

Commercial Solicitor

GROW WITH US



WOODLAND
TRUST

OUR VISION

We're creating a world where woods and trees thrive for people and nature.



RESTORE

We restore the ecological condition of existing native woods and trees, to increase resilience and create conditions for nature and people to thrive.



PROTECT

We protect ancient, veteran and valuable woods and trees, to stop the loss of irreplaceable habitat and carbon stores, preserving the UK's natural heritage.



CREATE

We create quality native woods and get native trees growing to benefit nature, climate and people into the future.



WOODLAND
TRUST

OUR ORGANISATIONAL NATURE

Our Organisational Nature is at the heart of how we work together. It helps us understand what it means to be part of the Woodland Trust and empowers us to make an impact every day. Our people embody these ways of working, inspiring and enabling each of us to play a part in achieving our vision.

A greener, healthier future for our planet starts right here with you.



Grow Together

We are a team that grows together; made up of unique roles and expertise. We communicate effectively, forging partnerships inside and out, building understanding and trust, valuing differences and recognising each other.



Explore

We know exploration is important, it's how we come up with the best ideas. We won't always get it right but learn and share as we go. We are bold about who we are and encourage healthy challenge.



Focus

We create clarity and stay focused, ready to adapt when we need to. We are empowered to take the time to reflect so that we can develop and work smarter.



Make it Count

We need to create a lasting positive impact. We keep the big picture in mind, harnessing passion and inspiring others to connect with us as we aim to make a genuine difference.

JOB DESCRIPTION

Job Title: Commercial Solicitor

Job Code: WT0729

Salary: £51,729.48 per annum

Contract: Full-Time/Permanent

Reports to: Principal Commercial Solicitor

Department: Finance, Risk and Assurance

Team: Legal

Location: Hybrid

Our Working from Home (Hybrid working) policy is flexible and the frequency of time spent working between your contracted office and your home will vary across teams and job roles.

WHAT YOU'LL DO

Main purpose of the job

To advise the Trust in a wide range of complex and routine legal matters, managing a mixed caseload of a wide range of legal matters autonomously and effectively providing strong legal support for the Trust.

Key Responsibilities:

- Manage a varied commercial legal caseload autonomously, prioritising workload and delivering timely, risk-based legal advice.
- Advise on a wide range of legal matters including charity governance, commercial contracts, intellectual property, data protection, regulatory compliance and other emerging legal issues.
- Draft, review and negotiate contracts, agreements and other legal documentation, using precedents where appropriate and creating bespoke documents as required.

Key Responsibilities:

- Identify, assess and clearly communicate legal risks to support informed decision-making by stakeholders.
- Conduct legal research and analysis to provide practical, commercially focused solutions.
- Build and maintain effective working relationships with colleagues across the Trust and external organisations.
- Manage relationships with external legal advisers, ensuring value for money and effective delivery of legal services.
- Maintain accurate legal records, files and database information in line with governance requirements.
- Contribute to the development of legal knowledge and capability within the Trust, including delivering or supporting training for non-legal colleagues.

WHAT YOU'LL DO

Key Responsibilities:

- Promote the reputation and effectiveness of the Legal Services team through responsive, professional and solution-focused support.
- Continuously develop knowledge and expertise to meet changing legal, regulatory and organisational requirements.

WE WANT YOU TO:

GROW TOGETHER

- **Collaborate with purpose** – collaborating effectively with others where it will add value and result in clear and positive impact.
- **Build relationships** – being approachable and developing positive relationships. Making connections internally and externally to pursue shared goals, expand learning opportunities and grow influence. Help others to connect and nurture positive relationships.

EXPLORE

- **Evolve and continuously improve** – having the courage to question previously held beliefs and seeks out opportunities to continuously improve the way we work
- **Be able to challenge** – showing courage and ability to challenge, be challenged and respond to challenge constructively to enable us to keep improving how we deliver on our strategic goals

FOCUS

- **Adapt** – being proactive and flexible; able to take on board new information and respond effectively to a changing internal and or external environment.
- **Prioritise for impact** – building visions/ strategies/plans that have a clear purpose, set of outcomes, monitoring and evaluation and activity that is prioritised based on the impact they will have.

MAKE IT COUNT

- **Deliver results** – getting work done in a way that is environmentally, financially and ethically sustainable, is considerate of people's wellbeing and always considerate of the broader impact.
- **Connect to the bigger picture** – connecting the work we do to our vision and being trusted to deliver what is needed.

PERSON SPECIFICATION

		Essential/Desirable (E/D)	Where
You'll have experience	Advising on a broad range of commercial legal matters within an in-house legal team, law firm or similar environment.	E	Application/interview
	Drafting, reviewing and negotiating commercial contracts and legal documentation, including procurement contracts.	E	Application/interview
	Providing practical legal advice to a range of stakeholders, including senior managers.	E	Application/interview
	Conducting legal research and translating findings into practical recommendations.	E	Application/interview
	Delivering training or legal awareness sessions to non-legal audiences.	D	Application/interview
	Supporting or supervising junior legal colleagues.	D	Application/interview
You'll need to know	Contract law, commercial law, intellectual property law, data protection legislation and regulatory compliance.	E	Application/interview
	Legal risk management and governance principles.	E	Application/interview
	Case and document management practices and ,maintenance of accurate legal records.	E	Application/interview
	Legal drafting and contract negotiation best practice.	E	Application/interview
	Charity law and charity governance.	D	Application/interview

PERSON SPECIFICATION

			Essential/Desirable (E/D)	Where
You'll have a desire to	Grow Together	Collaborate with purpose Build relationships	E	Interview
	Explore	Evolve and continuously improve Ability to challenge	E	Interview
	Focus	Adapt Prioritise for impact	E	Interview
	Make it Count	Deliver results Connect to the bigger picture	E	Interview
You'll be qualified in	Qualified solicitor in England and Wales, with a current practicing certificate.		E	Application/Onboarding
You'll be subject to	Pre-employment checks including Right to Work and confirmation of employment history (3-years).		E	Onboarding