

## GENERAL LEGAL ADVISER

<b>Duration:</b>	Permanent
<b>Salary:</b>	Circa £68,000 per annum
<b>Job Level:</b>	2
<b>Hours:</b>	35 hours per week. Other flexible arrangements will be considered.
<b>Disclosure Level:</b>	Basic. This role involves no direct or indirect work with children.
<b>Team:</b>	Legal (FLI Directorate)
<b>Reports to:</b>	Head of Legal
<b>Location:</b>	Working from home and at 1 Westfield Avenue, London E20 1HZ.

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

### ABOUT THE TEAM

The Legal Team sits within the Finance, Legal and Information and Technology directorate. The Legal Team operates as valued partners to the organisation through the provision of solutions and advice that appropriately balances the organisations' appetite for risk, growth, and compliance.

### ABOUT THE ROLE

The General Legal Adviser is an existing role supporting the Head of Legal and working across a broad range of matters. They will assist the organisation in negotiating and managing contracts, ensuring the organisation adheres to legal terms required by UNICEF, Charity Law, and our articles of association. The General Legal Adviser is responsible for providing UNICEF UK with accurate, relevant, and timely advice and support.

#### What we will expect you to achieve

- Draft, review, negotiate and advise on commercial arrangements (including technology and system contracts, television rights, licencing and other fundraising, marketing and event arrangements).
- Draft, review, negotiate and advise on commercial arrangements with high-value donors including philanthropists.
- Advise UNICEF UK colleagues on Intellectual Property management (copyright, patents, trademarks, designs) in relation to new ventures and innovation.
- Promote contracting best practice throughout the organisation by assisting with the development and dissemination of contracting training.
- Working with the governance team, ensure compliance with all laws and regulations that apply to UNICEF UK and help to implement new policies and best practices.
- Resolve disputes sensitively (liaising with counsel and insurers, corresponding with claimants/defendants and implementing internal mediation procedures).

- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

## BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

### Effective behaviours

Supporter driven and mission aligned.

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Achieving change

- Demonstrates initiative and a solution focused approach to overcoming any barriers to change.
- Delivery focused through a passion to ensure deadlines and expectations are met on time and always to a high standard.
- Demonstrates flexibility and adaptability to working in new scenarios.

Analytical and Accountable

- Analyses available information to make logical and sound judgments.
- Questions assumptions and seeks further insight to inform decision making.
- Able to make an accurate and prompt assessment of the issues/ matter and advise accordingly.
- Quickly and easily adapts to new situations and understands new problems.

Collaboration and Positive Relationships

- Consults others and shares expertise, know-how and ideas with colleagues for best results.
- Values diversity, respecting and drawing on colleagues' different perspectives, skills, experience and knowledge
- Nurtures professional relationships with colleagues at all levels and with external contacts to support the achievement of objectives
- Reflects on own thoughts, feelings and actions and is aware of own impact on relationships

Communication and Influence

- Uses a wide variety of approaches to communicate and influence according to the needs of the situation and audience
- Succeeds in negotiations by balancing achievement of both UNICEF UK's and our external counterparty's objectives
- Communicates complicated legal language and principles clearly and simply

Efficiency and Effectiveness

- Manage conflicting priorities to ensure that objectives are achieved and deadlines met
- Responds flexibly to unforeseen events such as emergency responses to ensure that effectiveness is not compromised
- Suggests simplifications to overly complex ways of working to improve results

### Relevant experience

- Experienced in working within a legal team (either in-house or in private practice).
- Brings in original and creative ideas from beyond the organisation.
- Constructively challenges the status quo and has positive ideas for improvement.

**Specific knowledge and skills**

- Good understanding of charity related compliance matters including data protection law and charity regulation.
- Evidence of excellent drafting, research, technical and negotiation skills.

**Qualifications**

- Qualified lawyer (solicitor or barrister) with valid practising certificate in the UK.