

Finance and Corporate Services

Legal Advisor

The job, in a nutshell

To provide advice, assistance and guidance to all parts of the Age UK Group that is timely, solutions focused and legally compliant.

You will act as both an individual contributor and as part of a team - working closely with the Head of Legal and Governance and other members of the legal team to provide an effective and appropriate legal service to internal clients, identifying any areas for concern and potential improvement and making contributions to the development of the organisation as a whole.

www.ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Our values

-  Collaborative
-  Ambitious
-  Impactful
-  Inclusive

Finance and Corporate Services

What you'll do for us:

- Review and negotiate general commercial contracts including IT and technology contracts, as well as commercial participator and fundraising related agreements. .
- Work with and support internal clients and provide business and legal advice across a broad range of subjects including IT, IP, Media, data protection and trade mark enforcement.
- Develop, update and manage standard template agreements and organisational terms of business.
- Act as a legal risk manager by understanding and analysing all appropriate legal risks, and explaining them to key business stakeholders in a clear and concise manner.
- Provide support and guidance to and share knowledge with the other legal team members.
- Disseminate information, advice and legal updates and delivery relevant training to all divisions and departments within the Age UK Group as required.
- Liaise with and instruct external law firms where necessary for highly specialised matters, managing those relationships effectively.
- Monitor new laws and regulations that may have implications for Age UK.
- Take responsibility for ensuring and overseeing that the charity and its subsidiaries comply with legal requirements and regulations.
- Manage and report compliance with trading principles/obligations.

Location

Hybrid/London

People management

No

Division

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We're an
**Age-friendly
Employer**



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Must have

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

Experience

- Considerable demonstrable experience in a commercial or similar in-house/private practice role. **(A, I)**
- Considerable demonstrable experience in drafting and negotiating commercial contracts **(A, I)**
- Significant post qualification (see qualification requirement below) experience **(A, I)**

Skills and knowledge

- Admitted and qualified (with excellent academic credentials) to practice law in England and Wales, holding a current practicing certificate **(A,I)**
- Expertise in commercial law, including technology and IT law **(A, I)**
- Excellent writing skills in English **(A)**
- Excellent communication skills, able to explain complex legal concepts to non-lawyers **(A,I)**
- Ability to build effective relationships across departments **(I)**
- Considers commercial implications of decisions **(I)**
- Uses advanced problem solving capabilities **(I)**

Personal attributes

- Ability to multi task and work flexibly **(I)**
- Ability to work in a small team with minimal administrative assistance **(I)**
- Ability to pick up and get to grips with new areas of law **(A, I)**
- Ability to manager workflow in line with the organisations business needs whilst ensuring all stakeholders have an understanding of issues, deadlines, etc **(I)**

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- Attention to detail (A,I)
- Supports the vision and values of Age UK (I)

Great to have

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Experience

- Expertise in charity and fundraising law (A, I)
- In-house or private practice exposure to charity, non-profit, public or heavily regulated sectors (A, I)

Any other details

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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