
ROLE PROFILE
Paralegal
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.

OUR ORGANISATIONAL NATURE

WOODLAND TRUST

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

WOODLAND TRUST

Job Title: Paralegal

Job Code: WT0724

Salary: £31,823.50 annum

Contract: Full-Time, Permanent

Reports to: Head of Legal and risk management

Directorate: Finance, Risk and Assurance

Team: Legal Services

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

WOODLAND TRUST

Main purpose of the job

This is a critical role intended to support the work of the Legal Team, assisting experienced solicitors with a wide range of legal matters and providing administrative support of key importance to the effectiveness of the Legal Team.

The role will include responsibility for your own mixed caseload of commercial and compliance cases (under supervision) including research, and drafting contracts such as non-disclosure and data sharing agreements,

Administrative duties will include liaising with stakeholders submitting requests, monitoring and managing the receipt of new requests process, including initial triage to assist in identifying the legal issues arising and requesting additional information to support allocation by the Head of Legal, together with the administration of the allocation of new cases. The role also involves undertaking, but is not limited to, ensuring new matter files are set up, updated, and closed in line with processes, maintaining, accurate records, databases and tracking systems, virtual filing tasks, and producing reports and statistics.

WHAT YOU'LL DO

WOODLAND TRUST

Key Responsibilities:

- Provide legal and administrative support as required to assist the Legal team in the delivery of legal services, including legal research, document drafting (using precedents), effective case/file administration, including raising purchase orders and liaising with internal Finance to arrange invoice payments, and liaising with external law firms as required in relation to fees and other matters.
- Effectively manage and self-prioritise a varied caseload of contractual and compliance matters (e.g. NDAs and DSAs) with the support of colleagues and undertake research into areas of law to provide considered solutions in new contexts.
- Monitor and manage the legal services inbox and triage requests, to assist in identifying the legal issues arising and administer the allocation of cases in accordance with processes.
- Maintain accurate records, databases and tracking systems ensuring timely new matter file set up, updates and closure in line with processes, including the production of regular, accurate management and monitoring information,
- Collaborate with colleagues and stakeholders to manage priorities, contribute to team outputs and build rapport to inspire confidence and trust, maintaining a positive team reputation across the organisation.

WE WANT YOU TO:

WOODLAND TRUST

GROW TOGETHER

- **Be a leader** – taking responsibility for inspiring, mobilising and supporting others to deliver on our strategic goals.
- **Collaborate with purpose** – collaborating effectively with others where it will add value and result in clear and positive impact.
- **Explore & integrate diverse perspectives** – including people with diverse backgrounds, experiences and skills at a time when they are able to influence an outcome.
- **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,.
- **Communicate Effectively** – being clear and adapting communication styles to connect with others effectively.

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
- **Reflect and learn** – taking opportunities to reflect, learn and improve.
- .

FOCUS

- **Take effective decisions** – balancing considered, evidence-informed decision taking and quick, decisive action depending on the situation
- **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.

PERSON SPECIFICATION

		Essential/Desirable (E/D)	Where
You'll have experience	Of providing legal advice and drafting effective contracts and agreements	E	Application/Interview
	Of undertaking, and the written presentation of, thorough, high-quality legal research	E	Application/interview
	Building trusting relationships with team members and stakeholders, applying appropriate challenge and support where needed.	E	Application/Interview
	Managing conflicting demands and prioritising work whilst ensuring that a high quality service is provided and that deadlines are met	E	Application/Interview
	Of performing administrative tasks in a legal setting including the analysis of information provided and file and case load management.	E	Application/Interview
	Of drafting and negotiating technically compliant and effective non-disclosure agreements and data sharing agreements	D	Application/interview
	Of working within an in-house legal team in the nonprofit sector or either in-house or in private practice in a paralegal role	D	Application/Interview
You'll need to know	About contract and commercial law	E	Application/interview
	About data protection law and data sharing agreements	D	Application/interview
	About charity law	D	Application/interview

PERSON SPECIFICATION

			Essential/Desirable (E/D)	Where
You'll have a desire to	Grow together	Communicate effectively Build Relationships	E	Interview
	Explore	Reflect and learn Be able to challenge	E	Interview
	Focus	Adapt Prioritise	E	Interview
	Make it count	Deliver results	E	Interview
You'll be qualified in	UK Degree in law or Degree in other subject with postgraduate diploma in law (or equivalent) plus successful completion of the Legal Practice Course or SQE (1&2)		E	Application
You'll be subject to	Pre-employment checks including Right to Work and confirmation of employment history (3-years).		E	Onboarding