

Job Description

JOB TITLE: Legal Counsel

LOCATION: This role is based in London (Regents Park), but with flexibility for remote working.

PAY BAND: Specialist or Managerial – Senior Manager (£36,000 to £41,000) + London Weighting of £4,000, as applicable.

DURATION: Permanent

HOURS: Full time (35 hours pw)

RESPONSIBLE TO: Head of Legal & Company Secretary.

RESPONSIBLE FOR: The role does not have any line management responsibility.

About King's Trust International

King's Trust International has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our website for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

Purpose of the Role

You will be reporting to the Head of Legal & Company Secretary; and strengthening the legal, governance and assurance function for the charity. You will be providing crucial legal advice and assistance to staff and perform a key role in company secretarial and legal compliance matters. You will be dealing with increasingly complex regulatory and legal requirements in an international context.

Key Relationships

- Head of Legal & Company Secretary
- Head of International Safeguarding, Risk & Compliance
- Delivery & Impact and Fundraising teams
- Colleagues in Finance, Safety & Security, People and Communications & External Affairs
- CEO and Senior Leadership Team
- Trustees
- External lawyers and advisors

Key Areas of Responsibility

- Provide accurate, timely and pragmatic legal advice and assistance to staff across King's Trust International on a wide range of legal matters. Areas will include contract, company, charity, fundraising, intellectual property and data protection law; as well as matters such as regulatory requirements, due diligence, investigations and the resolution of potentially contentious issues.
- Draft, review and help negotiate a wide range of often complex contracts, including programme, consultancy, collaboration, supplier, grant, sponsorship and licensing agreements.
- Strengthen the organisation's legal resources including template agreements and supporting materials & guidance, provide training on areas such as contracting & governance and generally build relationships, increase legal awareness and help ensure the most effective use of the legal team.
- Deputise for the Head of Legal & Company Secretary as required, including advising the Board and the Senior Leadership Team.
- Contribute towards ensuring strong and effective corporate governance and management of legal risk for both the charity and its trading and international subsidiaries.
- Contribute papers for Board and trustee committee meetings and take minutes as required.
- Where appropriate, instruct external advisors such as lawyers and accountants on legal matters ensuring quality advice and value for money.

Person Specification

Please read these notes carefully:

King's Trust International is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folx, disabled and global majority / Black, Indigenous and People of Colour (BIPOC) / racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description / person specification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting **(s)** stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed?
Skills and Knowledge	Qualified solicitor, barrister or paralegal.	These are all integral to the role. You will need a strong legal foundation to identify potential legal implications of new activities, initiatives or processes and advise on managing such risks. You must be fully familiar with the mechanics of legal drafting and be able to interpret and modify, adapt or draft contractual provisions. You will be working with those who may have little or no legal knowledge and therefore also need to explain legal terms and principles so that these are easy to understand.	S, I
	Extensive understanding and knowledge of contract, company, charity, fundraising, intellectual property & data protection law and ability to draft, review and help negotiate complex legal documents.		S, A, I
	Ability to communicate complex legal concepts clearly, concisely and in user-friendly language (both verbally and in writing).		A, I
	Strong suite of interpersonal skills (including being friendly, approachable, situationally aware, receptive, persuasive, dynamic and inspirational); and ability to establish and maintain effective working relationships with a wide range of internal and external stakeholders.	This role will work with different teams and functions, including compliance work and delivering training. You must be able to achieve buy-in from all colleagues on legal matters, influencing and motivating them. You need to be recognised as a trusted advisor and contribute to a positive work environment with shared responsibility for addressing legal risks.	I
	Excellent planning, administrative and organisational skills.	In this role you will be involved in multiple tasks with different timeframes. Some will require working closely with colleagues and some working independently. Consequently, you must be able to plan ahead and organise your time and workload in order to meet reasonable deadlines	A, I
	Ability to work effectively under pressure, managing and being accountable for own workload and prioritising and multitasking as appropriate.		I
	Conscientious, proactive and flexible approach to working, with an ability to use initiative and problem-solve	You will also need to be flexible and re-organise priorities in order to deal with new and unexpected matters. You will be part of the second line of defence in effective risk management and control; and therefore it is important that you are able to show resilience, adapt to circumstances and meet challenges posed including identifying potential issues, being solutions-focused and achieving the best outcomes.	I
	Strong attention to detail.		A, I
Good judgment and sound decision-making ability	I		







	Maintenance of the highest ethical standards, including confidentiality and discretion.	As part of your role, you will be trusted with sensitive matters and personal information.	I
	IT literate, conversant with Microsoft Office including Outlook, Teams, Word, Excel and PowerPoint.	The charity uses Microsoft Office software. You will also need to master the charity's other IT systems and databases.	S, A
Experience	Strong and relevant post qualification legal experience gained in-house or in a proactive private practice environment.	You will need the technical expertise and confidence to undertake the role. For this, you will need broad practical experience in a similar role.	S, I
	Demonstrable experience of contractual drafting, carrying out legal research and clearly and succinctly advising on complex issues.		S, I
	A track record of working with others to meet ambitious targets and deliver excellent outcomes.	King's Trust International is a young and dynamic charity and you will need to perform well as part of the wider team in achieving the charity's goals.	S, I

Criteria	Desirable	Why is this needed?
Skills and Knowledge	Understanding of the challenges and opportunities for young people worldwide.	Our mission is to empower young people to learn, earn and thrive. You will become part of our team committed to achieving these goals.
	Good knowledge of additional relevant areas of law such as employment and property law.	As Legal Counsel you may be asked to assist in the full spectrum of matters affecting the charity.
	Skilled in reviewing legal processes and introducing improvements.	You should be proactively looking for ways to improve how we do things and achieve better outcomes.
	Project management and leadership.	You will need to give legal input into a wide range of projects and programmes as well as setting up and/or delivering legal projects (e.g. relating to policies and procedures or contracts).
Experience	Experience gained in a small legal team, preferably at a charity.	This would be directly relevant experience for this role.
	International legal experience, preferably in the international development sector.	King's Trust International works with local partners across Africa, Asia, the Caribbean, Europe and the Middle East. You will therefore need to consider issues beyond the UK and English law.
	<p>Experience of:</p> <ul style="list-style-type: none"> • company secretarial work. • regulatory compliance. • risk management. • managing and leading successful projects. • leading and engaging in process improvement activity; and/or • developing and delivering training programmes for non-legal professionals. 	The role will include all of these areas and you will need to work with colleagues throughout the charity and within stakeholder and partner organisations internationally to achieve assurance, agility and the achievement of the charity's objectives. While you can gain knowledge and experience in all of these areas as your role develops, some prior experience in one or more of these would be useful.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
<p>We believe in placing youth at the centre of all activities and decisions.</p>	<p>We value robust relationships based on mutual trust and respect.</p>	<p>We focus our passion and attention on what we believe will create a positive impact.</p>	<p>We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential.</p>	<p>We value sincere, authentic and straightforward communications and behaviours.</p>	<p>We believe in applying strong morals, high standards and ethical principles to our work.</p>

We are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






THE WELFARE OF OUR YOUNG PEOPLE

King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 <p>Effective communicators</p>	 <p>Approachable</p>	 <p>Solution-oriented</p>	 <p>Inclusive</p>	 <p>Emotionally intelligent & resilient</p>
<p>We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders.</p> <p>We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised.</p> <p>We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.</p>	<p>We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us.</p> <p>We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.</p>	<p>We focus our energy on enabling solutions to the challenges we meet.</p> <p>We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for.</p> <p>We support our partners, colleagues and youth in solving problems and delivering impactful programmes.</p> <p>We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.</p>	<p>We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships.</p> <p>We actively invest in rapport building with all stakeholders and strive to support team work internally and externally.</p> <p>We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.</p>	<p>We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances.</p> <p>We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically.</p> <p>We use emotional intelligence to build resilience. We risk making mistakes as a way of learning. .</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>