



Legal Counsel



JOIN THE TEAM!

Action Against Hunger is building a world where no one dies from hunger. Life-threatening hunger is predictable, preventable and treatable, so a world without it is possible.

We tackle it where it hits and lead research to stop it. We work relentlessly to save lives and to create a world free from hunger.

We stop life-threatening hunger in its tracks. By training parents and healthcare workers to spot the signs, we get life-saving care to people who need it. Our research drives forward understanding of how to predict, prevent and treat life-threatening hunger. With unbeatable knowledge and unstoppable determination, we're taking action against hunger

WE HAVE THREE ORGANISATIONAL VALUES:

1. We work in partnership
2. We are trusted experts
3. We are unstoppable changemakers

If you want to be part of this mission and if you share our values, come and join us.

We welcome applications from all sections of the community and we encourage as broad a range of candidates as possible. If you need any additional support to help you through this process, please let us know by sending an email to jobs@actionagainsthunger.org.uk

CHECK OUT OUR SOCIAL CHANNELS:



AAH_UK



Action Against Hunger UK



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Action Against Hunger UK



actionagainsthunger.org.uk



ROLE DETAILS

Job title:	Legal Counsel
Grade:	P05 – P06
Department:	Legal & Governance
Reports to:	Head of Legal & Governance
Job location:	Hybrid: 2 days (currently Tues + one other to be agreed) in the office (London SE10), remaining 3 days can be worked at home.
Duration:	Permanent
Hours:	This role could be Either a full time, 5-day-per-week position (37.5 hours) OR it could be a part time position (30 hours pw or more).
Salary band:	£51,718 - £57,349 (2025 pay award pending)

JOB PURPOSE

The Legal Counsel will report to the Head of Legal & Governance to provide support in legal, compliance and governance matters to all departments across Action Against Hunger UK.

We are looking for a UK qualified lawyer who is passionate about working for an international humanitarian organisation and who shares the values of Action Against Hunger and the wider sector.

You will respond to a broad range of legal queries, particularly in relation to contract development and negotiation and will support all compliance activities and the development of robust policies and procedures to ensure compliance with legal, regulatory and donor requirements, voluntary standards and best practice. You will be confident in working independently to provide high quality advice, drafting and reviewing contracts, preparing and delivering training, and developing documents with support from the Head of Legal & Governance where appropriate.

This is an exciting opportunity for a lawyer who is looking to start working or build experience in the NGO sector and work in a broad, challenging and interesting role as part of a dynamic team.

KEY DUTIES AND RESPONSIBILITIES

- Providing high quality advice on a diverse range of legal matters across Action Against Hunger UK including (but not limited to) charity law, a broad range of contracts and grants, fundraising and data protection.
- Supporting the Head of Legal & Governance in ensuring effective governance in line with charity law and best practice (including the Charity Governance Code).
- Reviewing policies across all departments and co-ordinating the review and drafting of up-to-date policies for the organisation.
- Developing and rolling out robust processes and procedures to ensure compliance with legal, regulatory and donor requirements, voluntary standards and best practice.
- Reviewing legal and regulatory compliance across all departments within the UK organisation and developing / rolling out action plans to ensure a robust legal and compliance framework.
- Working with the Operations department to ensure quality programming and compliance with donor and regulatory requirements in our international programmes covering areas such as safeguarding, fraud and serious incident reporting.
- Drafting, reviewing, negotiating and advising on a broad range of contracts and grants across the organisation and providing ongoing advice on contractual compliance (particularly in relation to fundraising and operations).
- Supporting the Head of Legal & Governance with the implementation of the organisation's Data Protection Action Plan and acting as a member of the Data Governance Group.
- Engaging with the wider Action Against Hunger network on international initiatives and projects.
- Identifying opportunities for training, preparing guidance documents and carrying out inductions and workshops on legal, compliance and governance matters across all departments.
- Providing support to the Head of Legal & Governance in preparing instructions and interpreting / applying legal advice across all departments.
- Supporting the Head of Legal & Governance with the identification, recording and management of legal risks.
- The above list of key duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

PERSON SPECIFICATION

EXPERIENCE REQUIRED ESSENTIAL

- UK qualified lawyer with a minimum of 2 years post-qualification experience
- Experience in one or more of the following areas of law: commercial / contract; charity / not-for-profit; fundraising; data protection
- Understanding of charity compliance including the requirements of the Charity Commission for England and Wales
- Ability to work independently and use initiative to develop pragmatic legal and compliance solutions
- Excellent communication skills
- Confidence in delivering training and workshops to staff and other stakeholders
- Ability to manage a demanding workload, prioritise competing deadlines and progress long-term projects
- Team player with a positive outlook, strong interpersonal skills and the ability to communicate with people across different cultures at all levels in the organisation
- Interest in working in international development or humanitarian response activities
- Commitment to Action Against Hunger's mission and values.
- A demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion.

DESIRABLE

- Charity law experience with ability to provide advice on fundraising and donor compliance
- Experience in developing processes and procedures to maintain robust legal and compliance mechanisms
- Experience of working in international development or humanitarian response activities
- Demonstrable experience in developing and delivering training to different stakeholders

THE BENEFITS

You're likely to be joining us because you're as passionate about the cause as we are. But since you're here, here are some more great reasons to work with us:

- we're all about work-life balance and are flexible so you can manage work around your needs
- if you are based in the UK we'll enrol you in our workplace pension scheme, and contribute 6% to it every month if you put in at least 4%
- free Group Life Cover (Death in Service Benefit)
- interest-free season ticket and personal loans (subject to eligibility)
- payroll giving scheme
- ride-to-work scheme
- private medical insurance
- free health cashback scheme, including dentist, optician and physiotherapy appointments
- online shopping discount schemes and discounted gym and health club membership
- annual staff recognition awards with gift voucher prizes
- employee advice line – free confidential access to financial and legal advisors as well as telephone, online or face to face counselling sessions
- organisational sick pay – starting at four weeks full pay plus two weeks half pay, increasing with service
- 25 days holiday plus eight bank holidays, increasing with service after two years. You can also buy up to five extra days of annual leave each year, and the option to use bank holidays at Christmas and Easter at other times of the year to celebrate other religious cultural events instead
- enhanced maternity/adoption pay
- up to five days paid carers' leave
- up to 24 hours paid leave per year for employer-supported volunteering
- It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate's current or most recent salary is higher, we'll increase our offer within the advertised range (subject to our standard referencing process).
- If you require additional support or reasonable adjustments to enable you to participate in our recruitment process, please don't hesitate to email Maria Franklin, HR Director, at m.franklin@actionagainsthunger.org.uk.
- As part of our recruitment process we collect and process some personal data about candidates. We're committed to being transparent about how we collect and use this data. For more information see our [candidate privacy policy](#).

“MUNIRA WAS VERY SICK. BUT NOW, I AM SO HAPPY, SHE RUNS AROUND AND PLAYS.

“ACTION AGAINST HUNGER HAS HELPED US A LOT.”

- Medina, Somalia

