

Legal Specialist Trustee – Evolve Counselling CIO (1181861)

Role Description and Person Specification

Role description

In addition to the general responsibilities of a trustee, the duties of the legal specialist include the following:

- Liaising with the CEO on all legal matters and keeping the board informed about its legal duties and responsibilities
- Ensuring Evolve operates in compliance with the Charities Act, the Trustees Act, and all other relevant regulatory frameworks
- Tracking all documentation legally required by the Charity Commission, helping the board to ensure Evolve's records remain up to date and accurate
- Advising the CEO and Head of Counselling on best standards in all legal matters, especially contracts, tenders, bids, property, etc.
- Working with the CEO to prepare, update and/or revise all legal documentation, including but not limited to governing documents, employment contracts, membership contracts, service-provision contracts, health and safety policies, insurance policies etc.
- Helping the board to interpret and develop its general understanding of all legal matters relevant to the operational activities of the CIO
- Assessing legal risks and proposing mitigation strategies for inclusion in the risk register
- Knowledge of data protection/GDPR law would be advantageous

The general duties of a trustee are as follows:

- Ensuring that the charity pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy and evaluating performance against agreed targets
- Ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Safeguarding the good name and values of the charity and ensuring its financial stability
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place and reviewing them regularly
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds

Person specification

In addition to the person specification of a trustee, the legal specialist should have the following qualities:

- A recognised legal qualification and/or senior level legal experience
- The skills to examine and interpret legal documentation
- Some experience of charity law (desirable)
- Being prepared to make unpopular recommendations to the board and to be available to staff for advice and enquiries on an ad hoc basis

In most circumstances it is also desirable that the legal specialist has knowledge of the type of work undertaken by Evolve, the operation of charitable businesses, the demands of the Charity Commission, and a wider involvement with the voluntary and community sector and other charity or social purpose business networks.

The general person specification of a trustee is as follows:

- A commitment to the charity
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind constructively and respectfully
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Demonstrate commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership