

The National Lottery Community Fund has flexible roles that enable our people to give their best, broaden their skills and manage their career path. This job profile isn't intended to be an exhaustive list of your duties, rather it gives you an outline of what your role will involve. It will be for you to work with your colleagues to develop and shape your work in line with our strategic objectives and the objectives of your team.

## Paralegal

### *Our managers*

As a manager at the Fund, whatever your specialism, you will proactively lead and manage either a team of people or an area of work, or both. You'll be accountable for high levels of performance, setting the standard for others to follow, putting our customers first and supporting our shared mind-set to achieve our strategic objectives.

Your people management skills will be brought to the fore and your ability to nurture, coach, inspire and empower people will be strong, supporting a constructive and positive working environment. Your project management skills will be equally solid, with an ability to delegate when necessary, and your decision-making will be informed by robust analysis and critical assessment. Through effective stakeholder engagement and management, you will deliver excellent customer service and use feedback to improve what we do whilst also drawing on your own learning and experience.

### *Your role*

In this role, you'll report to Head of Legal and support the Legal team to provide excellent support and advice and up-to-date legal know how to the Fund and its shared service clients.

You will be required to organise and maintain the Legal Team's intranet and legal know how for both the Legal Team and non-legal colleagues and supporting the team with processes relating to legal and compliance, as well as legal research.

You will be responsible for prioritising competing and varied pieces of working including responding to legal queries, supporting the team's insolvency work, drafting grant agreements, contracts and other legal documents, and liaising with the Chief Executive's office to arrange document sign off. You will play an integral role in improving the presentation of legal knowledge to different audiences around the Fund. You will provide legal advice, subject to sign-off by a qualified lawyer within the Legal Team.

You will liaise, build and maintain relationships with Fund colleagues at all levels in order to raise the team's profile and impact. You will develop meaningful relationships with external customers, solicitors, paralegals and other Lottery distributors to help facilitate the work of the Legal team. In addition, you will support the team's internal communications activity to further raise the profile of the team.

You will apply your own judgement about how to manage queries and projects. All work will be supervised by a qualified lawyer, with the amount of supervision reducing as you grow your

experience. You will act as a mentor for any work placement students within the Legal Team, offering them advice support and guidance.

Of course, you'll also need to work within the Fund's policies and procedures and the necessary legislation, and in a way that is in line with our vision and principles. If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.

## *Your experience*

- As a manager, you may have been promoted through our internal career paths having demonstrated your skills and leadership abilities or alternatively you may come from an external field. Either way, you'll need to demonstrate your experience and qualifications in these areas: A good law degree or Law Conversion Course (PGDL)
- Experience providing legal support for a team of lawyers in a law firm or large organisation
- Excellent IT skills and an appetite to learn new technology
- Excellent attention to detail and organisational skills
- Demonstrates initiative in proposing and implementing improvements to ways of working
- Well-organised, efficient with ability to manage multiple demands and priorities in a fast-paced environment
- Responsive and a great team player

## *You will be able to*

### **LEADERSHIP & MANAGEMENT**

- Engage with colleagues and stakeholders to generate commitment to goals and ensure delivery
- Be a flexible and confident manager who role models the Fund's vision and principles every day
- Identify individual and team strengths, addressing development requirements to deliver objectives
- Develop a positive working environment that supports others to be engaged and feel empowered to succeed

### **BUILDING GREAT RELATIONSHIPS**

- Build positive relationships and networks inside and outside the Fund to support delivery of objectives
- Demonstrate advanced communication skills including networking, negotiating, and presenting to a range of audiences
- Question and listen to understand customer and stakeholder needs, identifying common themes which support your decisions and actions

### **PERSONAL RESPONSIBILITY**

- Prioritise and role model continuous learning and self-development, seeking out feedback to improve own and team performance
- Remain confident and calm under pressure, and have a positive influence on others during times of change

- Actively seek out work and challenge and drive the delivery of own and team objectives, supporting and encouraging others to do the same

**DELIVERY**

- Readily share learning, insight, skills and resources to support business activities
- Use technology to create a better service for customers and stakeholders
- Gather, analyse and interpret data and information to inform decisions about your own work and the work of the team
- Understand and interpret the internal and external context when managing and planning business activities
- Monitor governance arrangements, providing solutions to risks and issues and ensuring lessons are learned for future work

*Our mindset*

- I am passionate about the potential of making excellent grants
- I am committed to effective networking across and beyond the Fund
- I value the diversity and aspirations of communities and colleagues recognising the need to provide equality of opportunity
- I am curious and actively seek new ways of doing things
- I will listen, learn, provide and encourage feedback and challenge
- I am responsible and accountable for the work that I do
- I work flexibly and collaboratively to meet the needs of others
- I apply knowledge and experience to share my learning
- I want to make the Fund a great place to work

Your job family is	Corporate Services	Your directorate is	Corporate Services
Your mode of working is	Office based	Your role template is	Manager