

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.

Senior Solicitor

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 particular role, you'll report to the Head of your function (Agreements, Information & Dispute). You will have extensive knowledge of your area of expertise and will apply that to the Fund so you can challenge the organisation to work effectively and efficiently.

You will provide excellent support and advice to the Fund and its shared service clients to enable them to comply with statutory and regulatory frameworks and manage legal risk in your specialist area. You'll build excellent relationships and build networks with managers across the Fund, so the team is regarded as valued business partners and engaged at an early stage.

You will draft and/or negotiate documents and materials which reflect best practice in order to protect the Fund from legal risk, exercise its legal rights and/or deliver value for money.

Developing and maintaining precedent materials to manage legal risk and compliance and/or deliver value for money, which are fit for purpose and user friendly in line with the Fund's strategic framework as well as maintaining records and being accountable for compliance with reporting/registration/notification requirements relevant to your specialist area is also required in this role.

You'll manage and deliver legal and/or compliance projects in your specialist areas, acting as a key project team member on cross-departmental projects.

You will promote and implement best practice in the team, making proactive proposals for simplifying tools and processes, raising the profile of the team, and exemplifying a business partner approach in line with the Fund's Strategic Framework. You will influence and negotiate with senior managers across the organisation. Alongside this, you will mentor junior members of the team and administrators to enable them to develop.

Engaging with wider strategic initiatives and policy development across the Fund and staying up to date with developments in your specialist area is integral to the role, as well as delivering regular training and internal communications for staff and team members as may be required.

You will work closely and collaboratively with other specialist managers within the team, and the wider Finance and Corporate Services Directorates and assist from time to time with any other work or special project as may be assigned.

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:

- UK qualified solicitor, barrister or equivalent
- At least five years' relevant experience in private practice or in-house Legal in a medium/large sized organisation
- Excellent attention to detail and good drafting and negotiation skills
- Good communication and client management skills and ability to influence and manage difficult conversations
- Ability to manage multiple demands and priorities with good organisational and time management skills
- Ability to quickly grasp new legal concepts
- Team player with excellent interpersonal skills and being a coach and mentor to others
- Ability to use your initiative to proactively improve ways of working

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

Senior Solicitor



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