

# Role Profile

<b>Role</b>	Legal and Governance Business Partner	<b>Location</b>	Homebased, UK nationwide
<b>Accountable for</b>	Not applicable	<b>Accountable to</b>	Associate Director of Legal and Governance
<b>Core Anchor Level</b>	Ensure	<b>Travel</b>	Occasional travel may be required for Team meetings, external stakeholder meetings and conferences
<b>DBS check</b>	Not required	<b>Salary   Grade</b>	Circa £58,960 per annum (inner London weighting £3,950 per annum or outer London weighting £2,275 per annum may be applied depending on where you live)   Grade F
<b>Contract Type</b>	Permanent	<b>Hours</b>	35 Hours per week

## Overall purpose and impact

This role will provide the organisation with expert legal advice and support to (1) ensure the charity is governed in accordance with its charitable objectives and Articles of Association and good governance practice, (2) it complies with all legal and regulatory obligations and that the interests of the charity are protected.

The post holder will provide support to the Trustees, the CEO, EDT and senior leaders, and also to colleagues across all Directorates of the charity.

<b>Responsibilities</b>	<b>Measured through delivery of</b>
Provide legal advice and support to the Charity on all legal matters, including advice on charity law and regulations, fundraising law and regulations, data protection, intellectual property, contracts (including NHS contracts and fundraising contracts) and company law. This includes membership of relevant meeting groups.	Directorate Charter; Team Charter; Annual Objectives

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Lead on corporate governance at the charity, including advising on governance matters, reviewing terms of reference of the Board and Committees, development of governance policies, filings with Companies House and regulators, appointments, inductions and retirements of Trustees, management of conflicts of interests, ensuring the company registers are maintained, and ensuring compliance with relevant regulatory guidance, governance standards and codes.	Directorate Charter; Team Charter; Annual Objectives
Management of Risk, including support to the Board and EDT in setting and reviewing the charity's risk policies, maintaining the organisational Risk Register and ensuring appropriate reporting and assurance.	Directorate Charter; Team Charter; Annual Objectives
Manage the insurance arrangements of the charity. Leading on annual insurance renewal process, liaising with insurer on claims, potential claims and settlements. Acting as the first point of contact for insurance queries.	Directorate Charter; Team Charter; Annual Objectives
Promote a culture of compliance with legal obligations and awareness of legal issues and risk in our activities. This includes working with Directorates to develop templates, training and other guidance and work with Learning and Talent Development to deliver training.	Directorate Charter; Team Charter; Annual Objectives
Work in conjunction with the Compliance Manager to improve compliance in the areas of data protection, fundraising and the provision of support services.	Directorate Charter; Team Charter; Annual Objectives

## Person Specification

- Graduate with a legal qualification (solicitor, barrister, legal executive etc.) and demonstrable Post Qualification Experience
- Willingness to undertake training and continuing professional development
- Experience reviewing, negotiating and drafting commercial contracts
- Experience working in or with the charity sector (desirable)
- Experience or understanding of Company Secretarial responsibilities and duties
- Experience of public sector procurement and contracting practices, and in particular with NHS contracts (desirable)
- Knowledge and experience of charity law and fundraising regulation (desirable)

## Role Profile

- Knowledge and experience of data protection and information governance
- Experience of developing policies, procedures, systems and processes to meet regulatory requirements
- Ability to use a range of IT products, including Word, Excel and Teams
- Strong drafting skills
- Good communication skills
- Ability to manage a busy workload and prioritise to meet changing deadlines
- Ability to work autonomously with minimal supervision
- Ability to demonstrate an understanding and commitment to our corporate values
- To be committed to the principles of equal opportunities and diversity
- To have an understanding of Stroke