|  |  |  |
| --- | --- | --- |
| **TITLE:** Legal Counsel | | |
| **TEAM/PROGRAMME:** Legal team (International Programs) | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide | |
| **GRADE**: B, Mid-Senior Level | **CONTRACT LENGTH:**  Permanent  **START DATE:** ASAP | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  Together with other members of the Save the Children International (SCI) legal team based in SCI’s centre in London, the role holder will be responsible for providing a first class legal service and high quality, strategic advice on legal issues across SCI and the wider Save the Children movement, supporting SCI’s international programming operations and, where interested, its global procurement and supply chain function.  This is a fantastic opportunity for a mid-level to senior commercially-minded lawyer to move into, or to build upon existing expertise in, the NGO sector, and do interesting, challenging and meaningful work as part of a dynamic team.  The role holder will be expected, depending on experience and business needs, to:   * Support SCI’s international programming operations (including legal risk) by supporting SCI’s country offices in one or more regions (MEEE, Asia, Africa or Latin America) in their corporate or contractual enquiries (including in areas such as procurement, programming, awards and finance); * Where interested, support complex commercial contracting and procurement on a global scale for SCI’s large Procurement/Supply Chain function; * Provide legal advice relating to SCI centre’s operations in matters of global scope or implication (such as global policy changes or discussions in the areas of HR, procurement, finance, treasury and fundraising); * Advise on the governance requirements of a global organisation; * Take the lead on managing certain contractual and legal risk matters/projects; * Take the lead on managing relationships with certain SCI core functions; and * Be involved with managing other aspects of the legal team, for example legal team well-being, pro bono relationships etc. * For candidates with sufficient interest and expertise in change projects, there is also scope for the role to include supporting SCI’s Transformation Delivery function. Transformation Delivery projects involve complex technology matters and/or overhauling existing ways of working.   This is a complex, interesting role, involving engagement with a variety of functions and stakeholders within Save the Children.  In the event of a major humanitarian emergency or other organisational crisis, the post-holder will be expected to work outside the normal job description and to be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** Deputy General Counsel  **Staff reporting to this post:** None  **Budget Responsibilities:** No direct budget responsibilities but role holder will be required to independently manage external legal costs within overall legal budget. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Advising on SCI’s operations**, including delivering high quality and professional advice and support to Save the Children centre, regional and country offices on a diverse range of legal issues relating to international development and humanitarian operations globally, including:   * Providing legal advice on SCI’s international programming and humanitarian operations (including legal risk) by supporting SCI’s country offices in one or more regions (MEEE, Asia, Africa or Latin America) such as (i) advising offices on legal issues and legal risks relating to the set up and running of their local operations and contractual matters; (ii) advising on the legal aspects of scaling up programming operations, in particular, in a humanitarian crisis; (iii) advising on the legal aspects of certain safeguarding projects; (iv) negotiating frameworks for sub-contracting and sub-granting to third parties and partnerships with Governments, multi-lateral agencies, United Nations agencies, private sector and other NGOs; * Where interested, and in collaboration with the lead procurement Legal Counsel, acting as a legal business partner and trusted advisor to SCI’s global Procurement/Supply Chain function, both on (i) business as usual matters - supporting with contract reviews, negotiation and post-contract advice for the supply of goods and services to SCI to ensure the best outcomes for the organisation and (ii) medium-to-long term capability and improvement projects, such as: strategic improvement projects at a global or regional level; template creation and simplification, advising on intra-movement contracting and delivering training; * Providing advice to senior stakeholders within the organisation, including on legal risk and governance-related matters; * Managing advice from and relationships with SCI’s external law firms and helping SCI stakeholders to interpret and apply such advice; * Identifying opportunities for training and new legal tools to manage and mitigate organisational risk, developing and delivering such training and tools; * Support at least one of legal team initiative relating to well-being, managing and fostering pro bono relationships, identifying training and mentoring opportunities within the legal team; and * Advising on legal compliance areas such as fraud, sanctions and anti-terrorism, either working in conjunction with SCI’s legal compliance team or independently (as required and as appropriate).   **Optional**  For candidates with sufficient interest and expertise in complex commercial contracting there are opportunities to provide advice on major transformation projects, such as SCI providing shared services to Members, and localisation. The role-holder will work collaboratively with internal and external stakeholders to design projects/systems to reach the best outcome for SCI, whilst navigating legal risks. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values. * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same. * Widely shares their personal vision for Save the Children, engages and motivates others. * Future orientated, thinks strategically and on a global scale.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members of Save the Children and external partners and supporters. * Values diversity, sees it as a source of competitive strength. * Approachable, good listener, easy to talk to.   **Creativity:**   * Develops and encourages new and innovative solutions. * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency; demonstrates the highest levels of integrity. | | |
| **QUALIFICATIONS**  Qualified as a solicitor or barrister in England or a common law jurisdiction from a minimum of 6 years+ PQE. Strong candidates who are qualified lawyers in non-common law jurisdictions will be considered. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Extensive experience of commercial law, and experience in one or more of the following areas of law: general corporate, commercial / contract, employment, finance, treasury, charity/not-for-profit, data protection, intellectual property or dispute resolution. * Demonstrated ability to business partner with a function/team/client, to understand their priorities and to come to pragmatic, legally appropriate solutions. * Experience operating in a range of jurisdictions, including instructing overseas counsel. * Ability to provide advice with authority at senior level, with excellent communication skills. * Demonstrated ability to strategically manage work priorities by addressing immediate critical issues and progressing long-term aims. * Ability to work independently and use initiative to tackle new areas of law with confidence. * Exceptional legal skills. * Strong interpersonal skills, with the ability to communicate with people at all levels and across different cultures and to act with credibility and diplomacy. * Maintains a calm disposition and positive outlook, particularly when working under pressure. * Constructive approach. * Team player, with a full appreciation of the value of collaboration. * Good understanding of (and the ability to adapt to) the context in which Save the Children operates. * Commitment to the mission, vision and values of Save the Children.   **Desirable**   * Knowledge of the international development/humanitarian and charitable sectors. * Ability to work in one of SCI’s core languages (French, Arabic or Spanish). * Project management and stakeholder management experience. * Previous in-house experience preferred. * Working knowledge of data protection and its application in a global organisation preferable. | | |
| **Salary Expectations**  Circa. £70,000 depending on level of seniority.  SCI is primarily a remote working environment, with offices near Trafalgar Square, London. UK-based applicants (including those outside of London) and strong applicants who are based outside of the UK (within max 5 hours’ time difference from GMT) are encouraged to apply. Some attendance at the offices is desirable, and you may be required to attend the office from time to time (subject to any relevant Covid-19 measures in place). | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Child Safeguarding**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment and bullying policy. | | |
| **Equal Opportunities**  SCI is committed to create a truly inclusive, effective and representative organisational culture, encouraging equity and diversity among its employees and eliminating unlawful discrimination. We want our people to be truly representative of all sections of society. Having a diverse profile of employees, different age groups, backgrounds, cultures, gender identities and expressions, sexual orientation etc., including a range of different experiences and capabilities helps us understand, represent and serve our beneficiaries better. The recruitment for this role will be conducted in accordance with SCI's Diversity, Equity and Inclusion policy. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD updated by:**  Louisa Sutton | | **Date: February 2023** |
| **JD agreed by:** Veena Sivapalan | | **Date: February 2023** |
| **Evaluated:** | | **Date:** |