



THE DONKEY SANCTUARY

WORKING WORLDWIDE

IN-HOUSE SOLICITOR

The Donkey Sanctuary
Sidmouth
Devon
EX10 0NU
England
00 44 (0) 1395 578222



PRINCESS ROYAL
TRAINING AWARD
2018



Employment Package

Contract

This is a full-time, permanent contract, working 35 hours per week, Monday – Friday, 08.30 – 16.30.

This is a multi-site, 7-day operation and therefore there may be some requirement to work flexibly to meet the needs of the Charity.

Salary

The salary range for this role is between £45,125 - £47,500 per annum, depending upon relevant skills and experience.

Holiday

31 days holiday per year, inclusive of the 8 statutory public holidays. This increases by one day each year until a maximum of 34 days (pro rata for part time employees) is reached.

Probationary Period and Review

Your probationary period will be 6 months. During this period, should either you or the Charity wish to terminate your employment, your notice period shall be 1 week. After 6 months of employment the notice period is 3 months.

Performance Reviews

Employees have the opportunity of a probationary review meeting with their Manager at the end of their probationary period.

Pension Scheme

The Charity values its employees and believes that pension contributions are an important part of the benefit package offered. The Donkey Sanctuary exceeds the government recommended rate amounts as shown in the table below:

Band	Employer Contribution	Employee Contribution
1 - 9	5.5% of annual salary	2.5% minimum
10 - 17	7.5% of annual salary	3.5% minimum
Executives	10.5% of annual salary	4.5% minimum

The scheme is administered following government set auto enrolment rules. New members of staff will receive an information sheet from Human Resources as part of their starter pack which explains the scheme and the postponement rules. A mandatory postponement letter will be generated by payroll and distributed with your first month's payslip, this will also provide details on eligibility and early opt-in instructions. After three months of employment you will be assessed, following current government auto enrolment criteria, and, if eligible, will be auto-enrolled into The Donkey Sanctuary Group Personal pension scheme.

Closing Date for applications: 12.30pm on Friday 15th February 2019

Job Description

In-House Solicitor

Band 15

Responsible to: Head of Legal and Governance

Our Vision and Mission

The Donkey Sanctuary is working for a world where donkeys and mules live free from suffering, and their contribution to humanity is fully valued. We will achieve this by transforming the quality of life for donkeys, mules and people worldwide through greater understanding, collaboration and support, and by promoting lasting, mutually life-enhancing relationships.

Overall Purpose

As the Charity's In-House Solicitor you will play a key role in safeguarding the reputation of the Charity. You will provide a diverse range of professional legal advice and support to the Charity on both domestic and international matters. You will act as the first point of contact for various business functions, and will offer valuable support and guidance to other members of the Legal and Governance function.

Main Duties and Responsibilities

- Advising all functions of the charity on all legal matters as well as working "hands on" on the drafting and negotiating of commercial contracts and other key agreements for the charity.
- Working closely with external law firms (both in the UK and globally) where needed to ensure the best legal support is obtained on specific/complex legal issues.
- Acting as a conduit between external law firms and the charity and providing clarification on legal language where necessary.
- Working closely with our Data Compliance team to ensure we maintain and develop our practices in line with legislation.
- Maintaining up to date with all relevant new legal and regulatory developments, and advising the charity on these changes.
- Creating and ensuring effective legal systems and processes.
- Acting as an ambassador for collaborative cross-functional working both within the Governance team and across the wider charity.
- Drafting/updating a range of internal governance policies.
- Advising on legal risks arising from the charity's operations in order to protect the charity's reputation and assets.
- Conducting your work with integrity and responsibility.

Responsibilities of all Donkey Sanctuary Employees

- Act as an effective Ambassador for the Charity, demonstrating behaviour which supports the Charity's strategy and values and work in a way which promotes the standards described in the Competency & Standards Framework;
- To work within the Charities' guidelines with regard to conduct, recognising its policies with regard to equality, and showing respect and co-operation towards fellow colleagues;
- Under Health & Safety legislation, all staff must work in the safest possible way in order to ensure their Health & Safety and that of all others who may be affected by their actions;
- Demonstrate a commitment to continuing personal development;
- To co-operate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships.

Hours

35 hours per week. Specific working hours are as agreed with the job holder. This is a multi-site 7-day operation and there may be some requirement to work flexibly to meet the needs of the charity.

Location

Based at The Donkey Sanctuary, Sidmouth. The role is such that on occasion the post holder will have to be flexible and able to temporarily work at other locations considered reasonable by the Charity.

Person Specification

Knowledge and skills

Essential

- UK qualified lawyer.
- Between three to five years of relevant post-qualification experience (in-house and/or commercial law experience preferable), although candidates with different levels of experience will be considered where they can demonstrate the required skills and qualities.
- Ability to understand and interpret complex legal information pertinent to the running of a charity and its trading subsidiaries.
- Ability to provide legal advice in a concise, commercial and “user friendly” way.
- Ability to work largely without supervision, seeking input appropriately as and when needed from the Head of Legal and Governance.
- Strong Commercial and Data Protection legal expertise.
- Full valid driving licence.

Desirable

- Experience of working as an In-House solicitor within the not-for-profit sector is preferred
- A working knowledge of some of the following would be beneficial:
 - Charity Law
 - Trusts
 - Intellectual Property
 - Collaborations and Joint Ventures
 - Property Law
 - Regulation and organisation policy drafting.

Personal Attributes

- Ability to constructively challenge whilst maintaining positive and professional relationships.
- Ability to demonstrate tact and diplomacy when dealing with sensitive and confidential matters.
- Flexible and adaptable and able to demonstrate the ability to make good decisions under pressure and deliver on deadlines.
- Ability to undertake work with respect and honesty for all employees and managers whilst maintaining a high level of confidentiality.
- Ability to think creatively to offer positive solutions.
- Ability to work collaboratively and build good relationships with own team and others maintains performance, professionalism and composure when under pressure.
- Solution oriented and pragmatic problem solver.
- Ability to effectively prioritise, multi-task and deliver.
- High degree of professional ethics and integrity.
- Outstanding communication skills.
- Ability to present a positive and professional attitude of The Donkey Sanctuary at all times.
- Strong motivation to work in the charity sector.

Note: To reflect any changes within the Charity during the next few years, the scope of this role will be regularly reviewed and may evolve to meet those needs. Any changes will be agreed in advance with the post holder and confirmed in writing.