

Commercial and Legal Support Officer (Fixed Term)



DIABETES UK
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK
DIABETES UK

DIABETES UK
HEALTHY LIVING. FIGHT DIABETES.

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best

UK Charities to Work For, and one of the top 75 Best Large Companies in London.

Tackling inequality is part of our mission, and we're committed to being a diverse and inclusive organisation, for all of our people and volunteers. We have a friendly and inclusive culture, with a range of staff networks and ways to get involved. You can find out more about our approach to equity, diversity and inclusion in our strategy here [EDI Strategy Branded version 22 March 2023.pdf](#).

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Commercial and Legal Support Officer (Fixed Term)

Contract type: Fixed Term (9 Months)

Hours: 0.6 – 0.8 FTE

Band: 5

Key relationships (internal and external):

Key focus of the role: Head of Finance, Info Gov & Risk Manager,
Procurement Partner, Senior Leadership

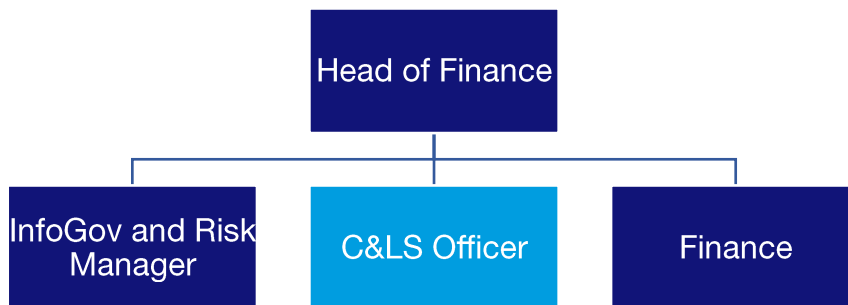
This role is a temporary, fixed term position which aims to provide legal support to Diabetes UK due to planned staff sabbatical lead. The temporary role provides practical, hands-on legal support to help Diabetes UK manage legal risk and deliver timely, proportionate legal risk management and contract advice across the organisation.

The postholder will support the maintenance and development of a robust framework within which to manage relationships with third parties and other legal risks. Main duties will include contract review and negotiation, develop and maintaining contract registers and workflows, providing day-to-day legal and governance support to colleagues, ensuring that risks are identified, understood and managed appropriately in line with Diabetes UK's risk appetite and policies. The postholder will also provide a link to our solicitors as required, for example, to support specific initiatives or issues which require specific, in-depth advice.

Directorate and team

This role sits in the [Legal and Compliance Team](#) in the [Corporate Services Directorate](#)

Department (Temporary structure)



Person specification

All jobs at Diabetes UK are based on

- The key activities you'll undertake and
- The skills, knowledge, experience and behaviours you need to be successful in this role

You will be able to:

- Provide clear, practical and proportionate legal and contract support in a busy organisational environment.
- Manage multiple pieces of work simultaneously, prioritising effectively to meet deadlines.
- Communicate legal concepts clearly to non-legal colleagues.
- Work collaboratively across teams to find solutions that support organisational objectives while managing risk.
- Provide specific legal advice (excluding HR) to ensure risks are identified and managed.
- Support incident and issue management where legal risk is identified, including liaising with colleagues and external advisers as required.
- Review, draft and support negotiation of a range of contracts, including supplier agreements, partnership agreements, data processing agreements and grant-related contracts, using approved templates where possible.
- Provide clear, practical contract advice to colleagues, highlighting risks, mitigations and key obligations in plain English.

- Support contract management processes, including maintaining contract registers and key dates (e.g. renewals, break clauses).
- Work with colleagues to ensure contracts are consistent with Diabetes UK policies, risk appetite and regulatory requirements.
- Act as a first point of contact for routine legal and contract queries, escalating more complex issues as appropriate.
- Support engagement with external legal advisers, including preparing instructions and managing information flows.
- Keep up to date with relevant legal and regulatory developments affecting charities and not-for-profit organisations.
- Contribute to continuous improvement of legal processes, tools and guidance and with others in finance and procurement team provide training to colleagues to make legal support more accessible and efficient for colleagues
- Provide support to our legacy team on as required

You will have experience in:

- Supporting legal risk management and/or governance activities.
- Reviewing, drafting or supporting contracts and commercial agreements.
- Working in a legal, compliance, governance or risk-related role (charity, public sector or commercial environment).
- Working with internal stakeholders and external advisers.

You will have skills in:

- Contract review and issue spotting.
- Written communication and record keeping.
- Organisation, prioritisation and attention to detail.
- Building effective working relationships across an organisation.

You will have knowledge:

- UK legal principles relevant to contracts and risk management.
- Legal and regulatory considerations affecting charities or not-for-profit organisations (desirable).
- Data protection, confidentiality and information governance (desirable).

The best person for this job will be (behaviours):

I make change happen

- Collaborative and strong team player – proactively seeks solutions to progress objectives and remove obstacles. Partners with colleagues to deliver the impact for People Living with Diabetes at pace.
- Evidences a commitment to EDI and tackling inequalities with the courage and confidence to enable team to stretch themselves in these areas.
- Considers options and escalated informed options to leadership.

I put people first

- Works collaboratively, communicates clearly and supports colleagues with professionalism and empathy.
- Respects colleagues and is kind. Sees positive intent in those they work with. An enabling and empowering leader.

I keep things simple

- Has a strong focus on productivity and cost effectiveness keeping things as simple as they can be.
- Supports and builds understanding in colleagues.
- Makes decisions and empowers others to make decisions within and across teams. Takes accountability. Doesn't avoid tough decisions or become bogged down in complexity.

I am driven to know more

- Seeks to understand the bigger picture of the work they are doing
- Reflective approach and supports others to do the same.

Qualifications/professional membership (if applicable):

Relevant practical experience is the key determinant, but the following are desirable:

- Law degree
- Non law degree and legal experience
- Professional Diploma in Law and Practice
- Paralegal specific qualifications (e.g. NALP, CPQ Foundation)

BENEFITS

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



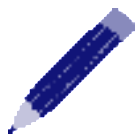
Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.



Our Networks

A range of active and supportive colleague networks such as the Pride network, Global Majority network and Women's network.



Early finish Friday

Early finish Friday and flexible working as part of our approach to activity-based working (not applicable to roles with fixed shift patterns).



Employee assistance programme

Employee assistance programme to give you support on any issues that come up in life.



Annual season ticket loan

Annual season ticket loan* (on completion of your probation period and if contract is permanent or longer than 12 months).



Cycle to work scheme

Cycle to work scheme.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

