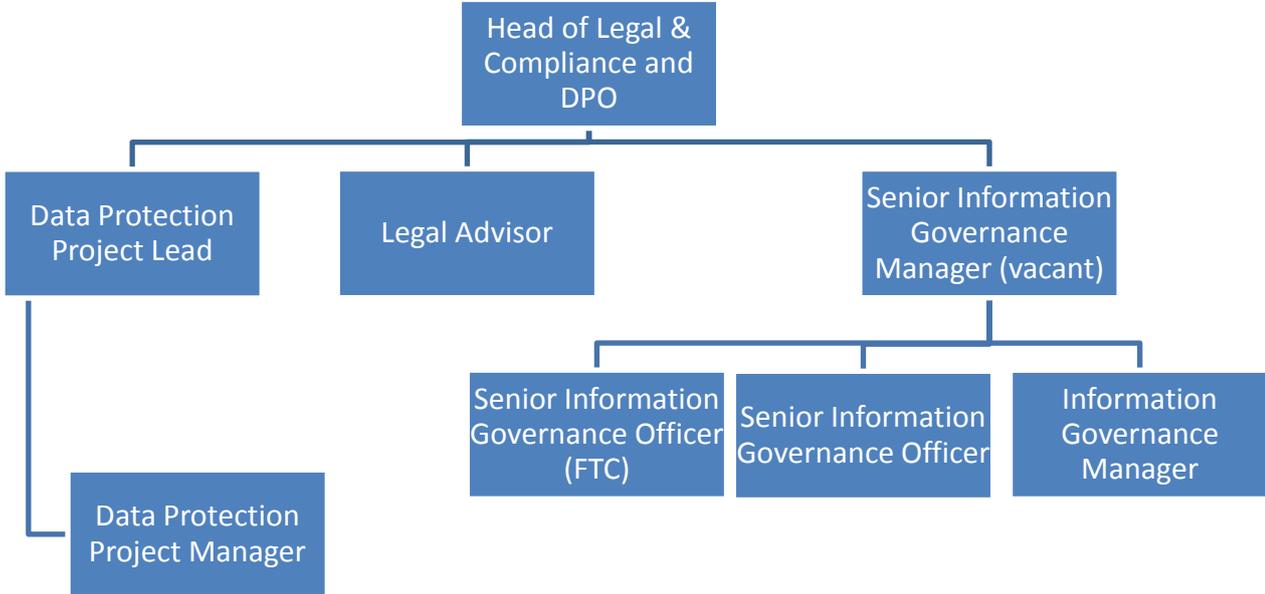


Legal Advisor

DIRECTORATE:	Corporate Services
SECTION:	Legal & Compliance
REPORTING TO:	Head of Legal & Compliance
CONTRACT:	35 hrs per week, Monday to Friday

ORGANISATION CHART:



WORKING RELATIONSHIPS:

Inside Diabetes UK
Internal staff and volunteers
Outside Diabetes UK
Diabetes UK legal advisors, third party suppliers, regulatory bodies

OVERALL PURPOSE OF THE JOB

To support the Head of Legal & Compliance in providing high quality professional legal advice, support and representation across the full spectrum of Diabetes UK’s activities

MAIN DUTIES AND RESPONSIBILITIES:

- Provide high quality professional legal advice, guidance and representation in relation to implementing, delivering and evaluating Diabetes UK's activities in line with its strategy and its charitable objectives
- Draft, review and negotiate appropriate contracts mainly being commercial contracts with external suppliers
- Assisting with the protection of Diabetes UK's intellectual property rights
- Work closely with relevant Diabetes UK colleagues and external organisations to advise on and secure legal compliance and the effective management of legal risk
- Provide updates on cases, legislation and regulation relevant to the activities of Diabetes UK
- Develop and deliver improvements to legal and contracting policies and processes
- Develop good relationships with key stakeholders and a good understanding of the activities of Diabetes UK
- Manage and update the contracts register
- Assess and implement any desired improvements to contract management and procurement processes
- Support the Legal and Information Governance team with other tasks as necessary
- Embrace Diabetes UK volunteering activities through the involvement of volunteers in your work and through your own active participation in volunteering within Diabetes UK

PERSON SPECIFICATION:

The best person for this job will be able to:

- Apply excellent attention to detail but also understand the wider context of an issue
- Operate a systematic approach
- Effectively manage working relationships and influence key stakeholders
- Make appropriate risk-adjusted decisions
- Prioritise and manage a varied workload
- Develop expertise in other areas of law
- Develop a good understanding of Diabetes UK's activities
- Maintain a calm approach under pressure
- Translate legal concepts into easily-understood advice

The best person for this job will have experience in:

- Contract, commercial and data protection law
- Drafting agreements and negotiating with third parties on legal matters independently, under supervision for more complex agreements
- Legal research
- Experience in the charity sector is ideal, but not necessary

The best person for this job will be:

- A junior solicitor (0-3 years PQE or equivalent experience) with experience in contract law
- Able to work on own initiative with minimal supervision
- A strong confident communicator verbally and in writing
- Highly organised and with a structured approach to work
- A strong problem-solver with a flexible, pragmatic approach
- Keen to learn about new areas of law