
Legal Assistant

Grade: 10

Directorate: Finance & Support Services

Location: WWT Slimbridge

Reporting to: Head of Legal

Main function of post: Legal services

Supervisory responsibilities: none

Responsibilities of the post

1. The provision of professional legal services and advice to WWT teams, Senior Management, and the Charity's Trustees, to include: reviewing and drafting commercial contracts and grant agreements; advising on landholdings; advising on intellectual property rights; advising on contentious legacies, disputes and debts; and processing insurance claims.
2. Maintaining landholding and intellectual property registers.
3. Supporting the Company Secretary with legal and governance advice relating to the administration of the Charity and its trading subsidiaries, including undertaking the non-financial regulatory filings.
4. Keeping up to date on relevant legal developments, proactively briefing WWT management and providing up to date information for WWT staff in the form of the Legal Manual and supplementary guidance and templates on WWT's Intranet.
5. Working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work and that WWT's expectations on health and safety are reflected in WWT contracts.
6. Engaging with WWT's commitment and approach to sustainability and that WWT's expectations on sustainability are reflected in WWT contracts.
7. Adhering to and promoting WWT's Data Protection policy and GDPR standards and incorporating legal and good practice requirements into WWT contracts.

8. Interacting with WWT visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised:

Amended:

Person Specification

1. Qualifications

Essential:

- Qualified Solicitor / Legal Executive

Desirable:

- Current driving licence, as the ability to travel to other locations may occasionally be required.

2. Experience

Essential:

- Experience of providing legal advice on a broad range of legal matters, including to senior individuals
- Experience of working with external professional advisors
- Experience of reviewing, drafting, and negotiating a variety of legal contracts and agreements

Desirable:

- Experience of working in or advising charities
- Experience of working in-house
- Experience of the legal aspects of land ownership and leases, including Land Registry
- Experience of advising on insurance claims

4. Responsibility

Essential:

- Responsible for legal advice provided to senior managers and trustees
- Responsible for legal compliance of WWT
- Responsible for legal aspects of land ownership
- Responsible for reviewing legal contracts on behalf of WWT and its subsidiary companies
- Responsible for aspects of statutory company secretarial record keeping

5. Creative Ability

Essential:

- Ability to be the organisational expert on legal issues.
- Ability to undertake broad range of tasks unsupervised.
- Ability to draft and adapt contracts, terms, and conditions.

- Able to problem solve and innovate.
- Highly organised with excellent attention to detail

Desirable:

- IT skills to manage Intranet pages

6. Contact

Essential:

- Confident communicating with other departments, directors and external contacts such as insurance brokers and external solicitors
- Ability to present a case and positively influence staff groups and external agencies, often with complex messages to convey
- Ability to coordinate responses to different areas covered by contracts