



Role Profile

The Role			
Role Title:	Charity Lawyer	Reporting to (job):	Chief Legal Officer
Legacy job titles covered by this role profile:	N/A	Jobs that typically report into this role:	None
Function / Org Unit	Legal	Job Number:(<i>to be assigned by Reward</i>)	
Base and travel	Home and Southwater Office based	Band (<i>to be assigned by Reward</i>)	
Role Dimensions			
Number of direct reports	Nil	Manager/Individual Contributor:	Individual Contributor
Number of dotted line reports	Nil	Budget (Operating/Capital)	
Total No of Reporting Staff (include all direct and indirect reports)	Nil	Decision Making Authority & Responsibility for Resources	Assessing how the legal and regulatory landscape affects the Society, its branches and affiliated charities, and implementing procedures to secure compliance and protect trustees Interpreting, and determining how to maintain adherence to, the Society's constitution in a consistent fashion Analysing the viability of claims against the Society and

			<p>advising on the appropriate response</p> <p>Negotiating with third parties in a way that protects the Society's reputation and commercial interests</p> <p>The role is largely autonomous but high-risk areas, issues for submission to Board and new instructions of external lawyers are discussed with line management</p> <p>High value contracts are signed off at Director level</p> <p>The role is pivotal in protecting the RSPCA name and image as a well-run network of charities, in the eyes of donors, service users and the general public</p> <p>Drafting contracts and other agreements to safeguard the interests of the Society to cover confidentiality, Data Protection, intellectual property or the engagement of services and end such agreements where required and advise on areas of disagreement.</p>
Working Environment	Office Based		
Role Purpose	<p>The Charity Lawyer role provides advice and strategic direction on all legal matters affecting the Society (and Branch) operations.</p> <p>It ensures that the Society manages legal risk effectively and in an integrated manner to enable the Society to maximise its impact on animal welfare and meet its charitable and strategic objectives</p>		

Principal Accountabilities	<p>Providing legal advice, and interpretation of legislation, on risk and opportunities (from strategic to day to day) in line with the Society's objectives.</p> <p>Custodian of good risk-based decision making, with responsibility for making decisions on legal risk within role scope. Preparing Board papers so that decisions can be taken at trustee level</p> <p>Advising on and drafting legal agreements and documentation as required.</p> <p>Advising and responding to complaints from individuals, regulators or government departments</p> <p>Providing legal advice to internal clients on campaigning activities and strategic projects</p> <p>Working with the Chief Legal Officer and team members to drive alignment and consistency of legal advice; compliance and assurance; process improvement; promotion of knowledge and best practice</p> <p>Deliver legal training to the organisation where required; and effective use of external counsel and the legal budget.</p> <p>Draft and update policy to help the Society manage legal risks in areas such as fraud, bribery, campaigning and safeguarding</p> <p>Manage the Society's legal relationships with its branches, members, volunteers, fundraisers and service users with particular responsibility for administering the branch constitution</p> <p>Plan and co-ordinate the constitutional steps required to achieve branch mergers and the temporary appointment of Council trustees when a branch is unable to govern itself locally</p> <p>Provide guidance and template terms & conditions for branches, operational and fundraising staff (with particular responsibility for Event fundraising) - to enable them to comply with legal duties, manage risk in dealing with third parties, and fundraise effectively. This includes populating the Society's intranet with legal guidance.</p>
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	Prepare/negotiate service level agreements and similar contracts with third parties in the interests of the business and on the instruction of internal clients
Key Interfaces	<p><u>Internal Communication</u> Communication across the Society departments and levels for the purposes of providing legal advice on a particular subject, document or legislation that advice is required, or to provide the appropriate written agreement in draft or final format, to provide comments on a document that has been requested or to liaise and co-ordinate a response on a particular issue i.e. on a contentious matter or a government consultation.</p> <p><u>External communications</u> include with outside Solicitors or Counsel on the conduct of litigation, with county courts in relation to cases involving the RSPCA, or discussions with third parties such as Defra or Animal Health or Trading Standards.</p> <p>The Job Holder has to regularly use skills of diplomacy and negotiation and to skilfully manage difficult situations because of the contentious nature of the subject area or where legal advice is of a sensitive nature.</p>
The Person	
Personal Attributes and Key Competencies	<p>To be successful in this role you will be a highly professional and creative problem solver who is constructive and positive in their approach. You will be self-motivated and highly organised with the confidence to work autonomously in a small team.</p> <p>You will have a demonstrable ability to use legal skills to solve problems and identify and implement pragmatic solutions.</p> <p>You will have a flexible approach to managing and prioritising a high workload and multiple tasks with tight deadlines and the personal skills to develop and maintain productive working relationships.</p>

Essential Key Skills, Qualifications & Experience	<p>Qualified solicitor or barrister with at least three years' post qualification experience ideally as an in-house lawyer</p> <p>Experienced in working in or with the non-profit, philanthropic or animal welfare sectors;</p>
Desirable Key Skills Qualification & Experience	<p>Experience of working in a charity with a Branch structure or advising on governance issues affecting charities with a Branch structure.</p>
Personal commitment to:	<p>Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals.</p> <p>Take care of their own health and safety and that of others who may be affected by their acts and omissions.</p> <p>Uphold the RSPCA's core values</p> <p>Cooperate with Society policies and procedures</p> <p>Understand and comply with any Society Code of Conduct.</p>
RSPCA Core Values	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p> <p>We are compassionate: we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p>

	<p>We are inspirational: we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p> <p>We are committed: we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> <p>We are expert: we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> <p>We act with integrity: we are honest and trustworthy, we act with integrity, we do what's right.</p>
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Creation and Authorisation		
<i>Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
Profile written by: Ray Goodfellow	Role: Chief Legal Officer	Date: 14 April 2021
Approved by (operations):	Role:	Date:
Approved by (HR): Luan Moorshead	Role: HR Business Partner	Date: 14 April 2021
Date Job last evaluated:		