

1. Job details	
Job title	Legal Assistant
Salary band	Band 4
Accountable to	Senior Legal Advisor

2. Job summary
To assist the Senior Legal Advisor in the day to day running of the Legal Department including Legacies.

3. Main duties and responsibilities	
1	Drafting and reviewing Commercial Contracts.
2	Reviewing Property Contracts
3	Overseeing Subject Access Requests and responding to other requests for data.
4	Assisting the Legacy Officer in approving estate accounts and investigating outstanding charitable bequests.
5	Instructing external lawyers
6	General administration relating to legal issues.
7	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

4. Person specification			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.			
Requirements	Essential and desirable criteria		Method supporting assessment
	E	D	
Education and qualifications			
Law degree (2:2 and above) or GDL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Experience			
At least 12 months experience working in a law firm, chambers, or an in-house legal department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of Data Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of Commercial Contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of working in or with the charity/third sector.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience in dealing with charitable bequests	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Able to apply a high level of intellectual rigour and resourcefulness to a wide range of legal issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Excellent interpersonal skills with ability to communicate effectively at all levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Good knowledge of Trusts, Contract and Property law.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Motivation			
To work within the Nolan seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to work on own initiative and contribute positively to the team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: RS

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