

Job Title: Legal Assistant & Legacy Officer
Reporting to: Senior Legal Advisor
Direct Reports: 0

Job Band: Band 4
Size of Team: 5

To assist the Senior Legal Advisor in the day to day running of the Legal Department.

To act as the charity's Legacy Officer.

Key Responsibilities

- Drafting and reviewing Commercial Contracts
- Reviewing Property Contracts
- Providing ad hoc advice on Data Protection
- Acting as Legacy Officer: approving estate accounts, investigating charitable bequests and being responsible for all residuary and pecuniary legacy files
- Instructing external lawyers
- Providing general advice and handling general administration relating to legal issues
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Need the ability to work on own initiative and be highly motivated to achieve both personally and through the team
- Have willingness to adapt and learn new skills



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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	Desirable
Education and Qualifications		
Law degree (2:2 or above) or GDL	✓	
Experience		
At least 12 months experience working in a law firm, chambers, or an in-house legal department	✓	
Experience of Data Protection		✓
Experience of Commercial Contracts	✓	
Experience of working in or with the charity/third sector	✓	
Experience in dealing with charitable bequests	✓	
Skills, knowledge and abilities		
Ability to apply a high level of intellectual rigour and resourcefulness to a wide range of legal issues	✓	
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Good knowledge of Trusts, Contract and Property law	✓	
Able to manage and resolve conflicting priorities and stakeholder concerns and build and maintain effective networks both internally and externally	✓	

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

Date of preparation: 22/10/2018



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