|  |
| --- |
| **TITLE:** Deputy General Counsel |
| **TEAM/PROGRAMME:** Legal | **LOCATION:** London, UK |
| **GRADE**: TBC | **CONTRACT LENGTH:** Permanent  |
| **CHILD SAFEGUARDING:**Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** The role of the Deputy General Counsel is to support and deputise for the General Counsel, and to provide advice to senior level stakeholders on organisation-wide legal matters. This will include the provision of advice on general commercial law, contracts, the legal aspects of our international programming and humanitarian work, legal risk, regulatory and compliance requirements, brand protection, governance, and Board related matters. This role will also line manage a small team of lawyers. |
| **SCOPE OF ROLE:** **Reports to:** General Counsel**Staff reporting to this post:** Up to 7 lawyers, including volunteers.**Budget Responsibilities:** To be determined |
| **KEY AREAS OF ACCOUNTABILITY:*** Deputise for the General Counsel
* Maintain an oversight of the day to day enquiries to the Legal and Compliance team from across the organisation, and the team’s workload
* Line manage the role of Legal Counsel, including responsibility for handling recruitment, performance management, personal development, and coaching
* Support legal team members with the provision of technical advice and guidance, including the supervision of trainees and volunteers as required
* Promote compliance with legal requirements, such as data protection, anti-terrorism, and anti-bribery
* Ensure the provision of regular updates to, and the training of, the organisation on legal matters, including the creation and updating of templates, training materials, guidance notes, policies and procedures
* Engage and partner with Country and Regional offices to manage legal risks and liability
* Support the General Counsel with the development and maintenance of relationships with key external legal advisers
* Provide legal advice on projects and issues arising across the spectrum of the legal team’s work, including contract negotiation and review
* Other responsibilities as required and advised by the General Counsel
* Carry out the responsibilities of the role in a way which reflects Save the Children’s commitment to safeguarding children in accordance with the Child Safeguarding policy.
* Act as a positive role model, exhibiting the organisation’s values and behaviours within your team and with others
* Support the organisation with the implementation of our 2030 global strategy
 |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS** English or other common law qualified lawyer with circa 10yrs+ post qualification experience; experience in-house or a proactive private practice environment.  |
| **EXPERIENCE AND SKILLS*** Significant experience of working in a similar role at a senior level in the commercial and/or INGO world
* Sound knowledge of commercial and contract law in an international environment
* Sound knowledge of other relevant specialisms, e.g. employment law, intellectual property, litigation and charity/not-for-profit law, will also be considered
* Experience of working in an international context, including across different cultures
* Ability to build credibility quickly, and communicate with impact; including demonstrable experience of influencing at Director and senior management level
* Proven experience in skills development, mentoring and coaching
* Good understanding of the context in which Save the Children International operates
* Results-orientated, with sound judgement, and the ability and flexibility to manage multiple tasks calmly in a fast moving environment
* Diplomatic and collaborative in approach
* Good IT skills including the ability to use Microsoft Office products and online resources effectively
* Commitment to the mission, vision and values of Save the Children
 |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Clare Canning** | **Date: November 2015** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |