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**Legal Officer**

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| **Job level** | **2** | **Reports to** | **Head of Legal, Governance, and Risk Management** |
| **Directorate** | **Business Services** | **Function** | **Legal** |
| **Contract** | **12 months (fixed term)**  **60% full time equivalent** | **Location** | **Regent’s Park** |

**Responsibility for resources**

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| **Direct line reports** | **None** | **Responsibility for other resources** | **High level of confidentiality** |
| **Financial resources** | **None** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The purpose of this role is, as part of the wider team, to provide legal advice and related support to the Society, working closely with Legal, Governance and Risk Management team. The role involves supporting the team and the wider charity in a range of ways,in particular: reviewing agreements, advising colleagues on legal queries, supporting on insurance claims, support on other compliance matters (e.g. data protection), and assistance with internal audit matters.

Where applicable, we would be happy to support in confirmation to the SRA of Qualifying Work Experience for the purposes of qualification as a solicitor, whether through the SQE route or otherwise. To support this, the successful candidate is responsible for keeping their own training diary.

**Key responsibilities**

* Support the team in providing timely, accurate, and pragmatic legal advice across a range of issues including commercial contracts, grant funding agreements, data protection, regulatory compliance, and international operations to support organisational decision-making and risk management.
* Review agreements and, where applicable, assist in drafting and negotiation of contracts and legal documents to protect ZSL’s interests and ensure legal compliance across its conservation, science, and operational activities.
* Monitor relevant legal and regulatory developments and advise internal stakeholders on necessary actions to maintain organisational compliance and mitigate risk.
* Monitor the Data Protection and Legal inboxes, ‘triaging’ matters as they come in, and leading on ‘right to be forgotten’ requests.
* Support the effective management of legal claims and contingent liabilities (excluding employment matters), ensuring accurate records and appropriate risk mitigation.
* Lead or contribute to legal, governance, or compliance-related projects.
* Support in dealing with insurance claims (primarily gathering the appropriate information and liaising with insurers as required).
* Support in the process for the annual insurance policy renewals, gathering and co-ordinating the required information.
* Support in the process for Charity Commission Annual return, gathering and co-ordinating the required information.
* Support in work relating to our international offices, in particular documentation required to maintain and renew existing registrations or to enable new ones, and helping to ensure appropriate insurance coverage.
* To the extent required and appropriate, work alongside the Governance and Risk Officer in the effective running of trustee meetings and other governance matters.
* Working to support the annual cycle of internal audit, e.g. helping to ensure audits happen in a timely way and ensuring agreed follow-up actions are undertaken by colleagues.
* Build and maintain strong relationships with insurers, brokers, and internal teams to support effective communication, claims handling, and insurance policy management.
* Reviewing and updating policies to comply with legal and regulatory changes.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience | |
| Essential | * A good understanding of English law and legal system * Good administrative skills including proven track record of successfully managing multiple responsibilities * Careful attention to detail * Willing to learn and develop new skills |
| Desirable | * Candidates would preferably have at least one of the following: * a paralegal practice award, certificate, diploma or higher diploma * an award in legal studies * an HNC/HND or foundation degree in law, legal studies or paralegal practice * a law degree or non-law degree with Graduate Diploma in Law (or working towards a legal qualification) * Some past experience of working / work experience in a legal setting * Experience working in or with not-for-profit or public sector organisations. |
| Knowledge and skills | |
| Essential | * A good understanding of English law and the legal system. * Sound judgment in gathering and handling sensitive information. * Good oral and written communication skills. * Strong interpersonal and relationship-building skills. * Ability to work under pressure, manage competing priorities and deliver to tight deadlines. * Strong organisational and time management skills. * Excellent attention to detail. * Ability to communicate complex information clearly to varied audiences. * Proficient in MS Office (Word, Excel, PowerPoint). * Demonstrable ability to work independently and flexibly across a range of issues. * Willingness to learn and develop new skills through training and supervision. * Familiarity with managing competing priorities and delegate effectively |
| Desirable | * Experience working across different cultures and international settings. * Familiarity with internal governance structures in large or complex organisations. |
| Additional requirements | |
| Essential | * Commitment to ZSL’s vision and values. * The role is a part-time one (60% of full-time) – we are happy to agree a suitable working pattern with the successful candidate (e.g. 3 days full-time, 5 days part-time, etc.). * This is a hybrid role with a minimum of two days per week in the office, with at least one of those days based at the Regent’s Park site in London. * Commitment to maintaining a high standard of internal legal support as a centre of excellence. * Strong commitment to ZSL’s values and to promoting safeguarding, equality, and diversity. * A full driving licence can be useful, especially for travelling to Whipsnade if based in or near London, but is not essential. |