

**We need
people
who are
great with
people.**



Applicant Information Pack

Commercial Lawyer



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Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



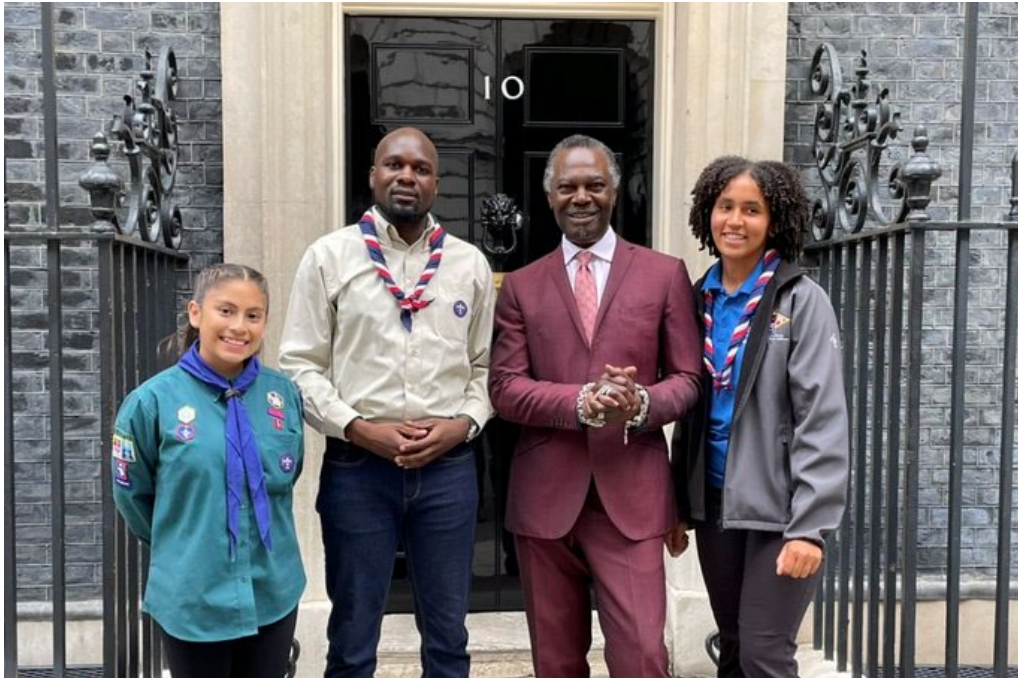
Carl Hankinson, UK Chief Commissioner



Matt Hyde, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'

Carl Hankinson, UK Chief Commissioner



Scout Ambassador, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London UK

You'll be helping change young people's lives. But what else is there for you?

- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go camping).
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our new interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working – this'll be opening soon

Want to know more?

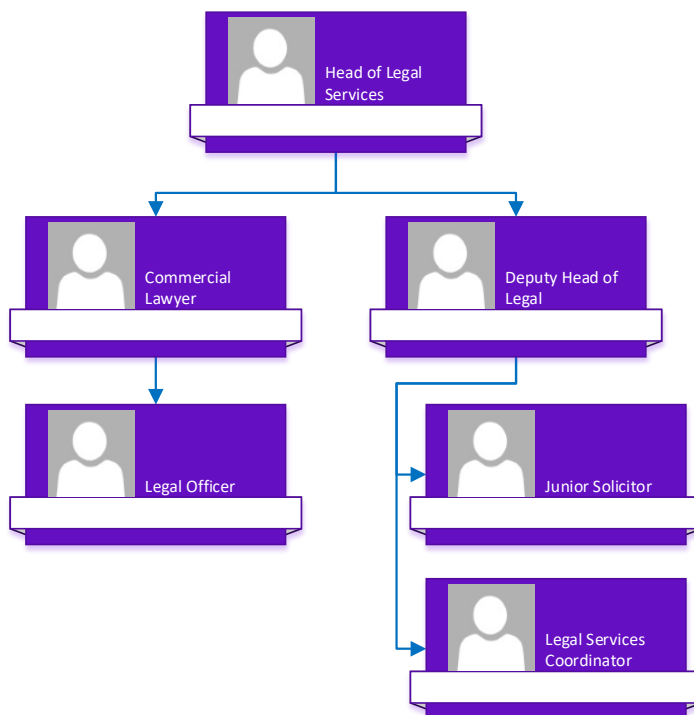
Check out our [benefits page](#)

How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



The Legal Team Structure:



We're the Legal Team.

We're doing well, but you can help us do better.

The legal services team manages legal risk for the Scouts nationally. We work with senior leadership and HQ teams on high profile projects. We are a close nit team, but diverse in our skillset. We bring a wealth of experience, and a warm and collaborative approach to solving complex legal issues. Our work makes a difference to young people.

The commercial lawyer leads on the Scout's property work, including the Scout Association Trust Corporation- the custodian trustee for the Scouting Movement nationally.

The lawyer will be proactive and willing to take on general legal and commercial support for the team. This includes some claims and litigation work, as well general compliance and regulatory support. The lawyer should be committed to learning and developing processes, and above all be willing to get stuck in and build relationships.

The commercial lawyer will make a difference to the Scouts in how we make the best use of our property assets. The lawyer will improve processes, information and support for the Custodian Trustee service.

The role includes the opportunity to work closely with the Head and Deputy of legal on managing legal claims, commercial, fundraising and partnership projects, and to develop other areas of expertise. This is an exciting time for the legal team as we grow our function. The commercial lawyer will be core to this process.

Jacqui Almond
Head of Legal



About the role

Responsible to:	Head of Legal Services
Department:	Legal Services, Support Services
Base Location:	Gilwell Park, Chingford, London
Term:	Permanent
Salary:	£48,235 per annum (inclusive of Outer London Weighting), Band G Level 3
Hours:	35 per week
Line Management Responsibility:	Legal officer (within 6 months)
Budgetary responsibility:	None
Internal Relationships:	Executive Leadership Team members, senior staff, HQ volunteers, subsidiary companies of the Association, the Scout Association Trust Corporation Board, and other Association staff.
External Relationships:	External bodies and agencies. Members of the Movement, including local Trustees, Solicitors firms and/or Counsel, Charity Commission and other Governmental Departments & Agencies (e.g. Companies House, Land Registry Local Authorities).
DBS:	Basic

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

Core purpose

The role is primarily focused on the delivery of legal advice to The Scout Association (“TSA”), its subsidiary companies and the Scout Association Trust Corporation, mainly on property and general commercial matters, but also to support the general advice given to staff and volunteers.

Key Tasks

- Supporting TSA with managing its property portfolio. This includes preparing, negotiating, drafting and advising on a range of commercial property matters including the grant, renewal and surrender of leases, commercial sales and purchases, within a charitable context.
- Providing advice to TSA and the Scout Association Trust Corporation, which acts as Custodian Trustee for TSA and its members in relation to property matters, and overseeing its appointment processes
- Leading on the relationship with the Trust Corporation and assisting the Head of Legal Services in her capacity as its Company Secretary
- Advising TSA and its subsidiaries in relation to general commercial and compliance matters. This includes advising on some contracting and fundraising arrangements.
- Supporting TSA staff and HQ volunteers with ad-hoc legal queries relating to safe, legal and compliant Scouting activities
- Supporting the legal team in overseeing legal claims and disputes
- Supporting the wider Scouting Movement with general advice and signposting
- Proactively developing policies, guidance, resources and processes for TSA's legal team, and improving the custodian service provided by the Trust Corporation
- Line managing a legal officer/ paralegal in the team
- Carrying out any other legal work and tasks as required by the Head of Legal Services

Safeguarding young people

As a youth focused organisation, applicants agree to comply at all times with the safeguarding rules including vetting and Basic/Enhanced DBS checks.

About you

We are looking for

A solicitor or barrister with strong PQE in general property law, with good experience in either commercial or contract law, preferably gained by working with charities.

You will be a highly motivated and organised individual focused on delivering an excellent service to

organisation, its subsidiaries and the wider Movement. You will be willing to get stuck in and support the legal team.

You will be expected to provide strategic, up to date and pragmatic legal and business advice to your colleagues.

Skills and Abilities

- Ability to conduct legal research interpret legislation and case law
- Ability to draft and negotiate complex legal documents
- Ability to take a pro-active approach to and responsibility for developing and maintaining senior stakeholder relationships
- Ability to identify, plan and support process improvements
- Demonstrable excellent client care skills and ability to build relationships
- Excellent I.T. and document processing skills
- Ability to use an electronic case management system
- Excellent verbal and written communications skills
- Able to horizon scan for changes to the legal and regulatory landscape and provide pragmatic and timely advice to the organisation
- Accurately record instructions and provide clear advice both orally and in writing
- Proactively manage, organise and prioritise own workload with minimum supervision
- Meet targets and comply with case management procedures

Knowledge and Experience

- Qualified Solicitor or Barrister with at least 2 years Post Qualification Experience
- Demonstrable experience of commercial property legal work
- Knowledge of general commercial law and regulatory matters affecting the charity sector
- Good experience of negotiating and drafting complex contracts

Value and Personal Qualities

- Desire to maintain an up-to-date knowledge of technical competency areas and a proactive approach to self-development and performance improvement
- Personable and approachable manner
- Ability to work on own initiative and equally within a team
- Open minded, flexible and articulate

How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an application via the link on [our jobs page](#) by 11:59pm on 25 September 2024.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

[Interviews will be held week commencing 14 October 2024.](#)

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact recruitment@scouts.org.uk to set up a call or virtual meeting.