



Deputy Head of Legal

Applicant Information Pack



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About us

We're Scouts and everyone's welcome here. All genders, races and backgrounds. Every week we give almost half a million people aged 6-25 the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life.

At a time when communities are becoming more divided, we bring people together. We encourage our young people to do more, learn more and be more. We're a worldwide movement, creating stronger communities and inspiring positive futures. We welcome talent from all backgrounds and your contribution to help even more young people succeed in life.



Tim Kidd, UK Chief Commissioner

Matt Hyde, Chief Executive



Our Values

Integrity

Respect

Care

Belief

Cooperation

Our strategic plan

By 2025 we will have prepared more young people with skills for life, supported by amazing leaders who deliver an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Society is changing. In often fragmented communities, the pressures and expectations on young people are increasing. The future is uncertain. Scouts has never been so important in helping young people prepare for the future, developing the skills they need to succeed in a changing world. Each week almost half a million young people enjoy fun, friendship and outdoor adventure. They develop a sense of optimism and strong values as well as the leadership and team working skills that are more valuable today than ever.

Our movement achieves remarkable things. We have continued to grow for 13 consecutive years. Our previous plan, 'Scouting for All', inspired new Groups and sections to start in an additional 834 areas of deprivation since 2013. We now help over 462,000 young people aged 6-18 (including 102,000 girls) get the best possible start in life. Our social action campaign, A Million Hands, has enabled over 200,000 young people to make a positive contribution in their local communities.

Now we want to go further. Skills for Life is a strategy that supports and empowers our volunteers who are the people that make Scouts a reality. It's a strategy to bring communities together and contribute towards a better society. But most of all, it's a strategy for young people. They deserve the best skills, the best support, and the best possible futures.

Skills for Life

Our plan to prepare better futures 2018-2025

Our vision	We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.		
By 2025 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.			
Our mission	Our values		
Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.	We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.		
Our goals			
By delivering this plan we will achieve the following goals against our four objectives:			
Growth	Inclusivity	Youth Shaped	Community impact
<ul style="list-style-type: none"> - 50,000 more young people - 10,000 more Section Leaders - 5,000 more Young Leaders 	<ul style="list-style-type: none"> - Our volunteers reflect the demographics of our society - In 500 more areas of deprivation 	<ul style="list-style-type: none"> - 250,000 young people shape their experience at Scouts each year - Half of our young people achieve top awards 	<ul style="list-style-type: none"> - 250,000 young people making a positive impact in their local communities each year - Half of our young people achieve top awards

Our four pillars of work

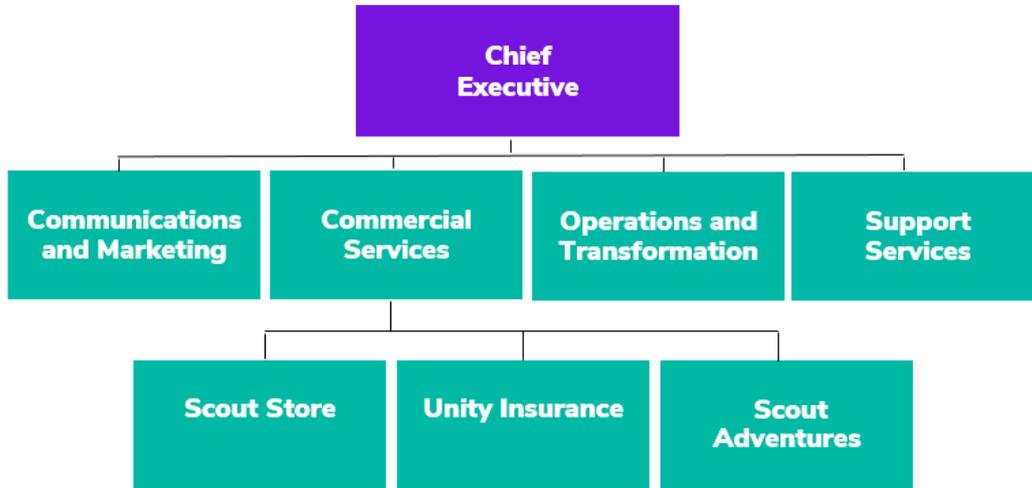
To support the movement to achieve these objectives, we will focus on four pillars of work:

Programme	People	Perception	Protect
A fun, enjoyable, high quality programme consistently delivered and supported by simple (digital) tools.	More, well trained, better supported and motivated adult volunteers, and more young people from diverse backgrounds.	Scouts is understood, more visible, trusted, respected and widely seen as playing a key role in society today.	Scouting survives COVID-19 and those parts of the movement and communities made vulnerable by the crisis are properly supported.

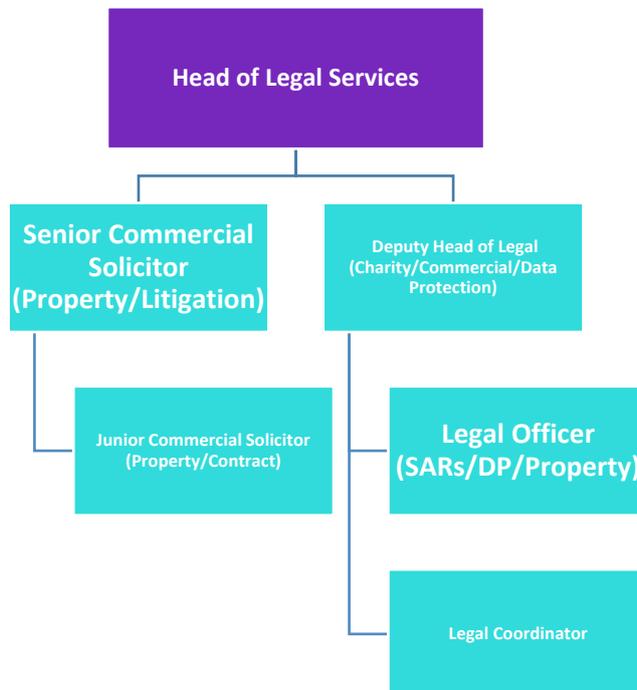
'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.' Tim Kidd, UK Chief Commissioner

The Scouts Structure

The UK headquarters of the Scouts is based at Gilwell Park, Chingford, London, and is operationally divided into four directorates



Team Structure Chart



Job Description – Deputy Head of Legal

Responsible to:	Head of Legal
Department:	Legal Services
Base Location:	Gilwell Park, Chingford
Term:	Permanent
Salary:	£56,000 - £60,000 (Including OLW) depending on experience
Hours:	35 hours per week
Line Management Responsibility:	Legal Officer and Legal Coordinator

Core Purpose

To support the Head of Legal in the delivery of the Legal Services function, with particular emphasis on the provision of high quality legal advice to ensure the protection of TSA and its subsidiaries in all its commercial activities ensuring compliance with corporate governance, charity, company, data protection legislation and other regulatory requirements.

To contribute to the development of the legal Services team and support to the implementation of new systems and processes.

To deputise for the Head of Legal.

Key Accountabilities

1. Assist the Head of Legal to provide a high quality legal service to support the strategic priorities of TSA, its subsidiaries and the Scout Movement.
 2. Provide legal advice to staff on relevant legal issues and risks to protect TSA and its subsidiaries' in all its commercial activities; ensuring compliance with relevant policy, best practice, legislation and regulation, in particular in relation to:
 - Charity law,
 - Commercial contract and procurement,
 - Grant funding,
 - Fundraising and donations,
 - Legacies,
 - Marketing, advertising, media and defamation,
 - Regulatory compliance, data subject requests and Data protection, and
 - Trademark and copyright and infringement,
 3. Drafting contracts between TSA and third parties, in particular: commercial contracts, services, technology agreements, media and Intellectual Property licence agreements, grant agreements, and funding arrangements with donors and corporate partners, and collaboration agreements.
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- 4 Assisting as required with the creation, maintenance and implementation of standard legal documents, guidance notes and policies, and with development and delivery of training to staff on legal issues.
5. Provide advice in relation to subject access requests and legal advice, support and training to teams to understand their responsibilities for data protection.
- 6 Assist in the development of creative mechanisms to provide support, guidance and general legal advice to the Scout Movement whilst minimising liability to TSA.
- 7 Regulatory compliance, data subject requests and Data protection, and safeguarding
- 8 Assist in reviewing and drafting internal policies and governance documents.
- 9 Instruct external Solicitors/Counsel where necessary managing.
- 10 Deputising for the Head of Legal
- 11 Such other Tasks as may be required by the Head of Legal.

Person Specification

Experience

- Experience of working as an in house commercial lawyer in the charity sector,
- Significant experience of providing legal advice in a complex organisation at a senior level
- Experience of drafting and negotiating complex commercial contracts, fundraising contracts, licences, funding and collaboration agreements,
- Experience of safeguarding legislation(desirable)
- Experience of advising on complex data protection implications in a variety of commercial ventures,
- Proven ability to manage and mentoring others,
- Experience of managing and monitoring work undertaken by external solicitors.
- Experience of drafting detailed, coherent reports and policies.
- Experience in providing a high quality Legal service and influencing others to appreciate its importance.
- Experience in developing, implementing and delivering streamlined and efficient Legal processes and procedures.

Skills, Abilities & Knowledge

- Up to date knowledge of commercial contract, charity, fundraising, and data protection legislation and regulation.
 - Excellent communication skills with ability to present complex issues clearly at all levels.
 - High level negotiation skills and high ethical standards.
 - Strong relationship building and influencing skills.
 - Excellent research analytical and problem solving skills.
 - Customer focussed with the ability to communicate complex advice clearly at all levels.
 - The ability to meet deadlines and manage multiple tasks in a fast-moving environment.
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Values & Personal Qualities

- Commitment to the values of the Scouts
- Highly emotionally intelligent
- Real enthusiasm, commitment and motivation for your area of work, the work of the team and the achievement results
- Taking initiative and thinking outside the box
- Strong commitment and interest in own development
- Drive and determination to get things done
- Confident and credible with stakeholders at all levels both internally and externally
- Calm under pressure
- Flexible and pragmatic

Education & Qualifications

- A qualified solicitor or barrister of at least 5 year PQE.

Benefits

We've got some great benefits

Holiday Entitlement: On top of your generous 25 days annual leave we give you up to three extra days off between Christmas and New Year. And that's not all, holiday goes up to 28 days after 2 years' service and 32 days after 5 years' service (pro rata for part time staff)

Looking after your health and well-being

Simply Health scheme: Optical, dental and many more appointments covered, as well as great gym and family days out discounts.

Sickness absence: Once you're three months in, we have generous sickness pay, above the statutory.

Wellbeing walks: Scheduled once a month at Gilwell Park, this a great chance to take an hour out of work to walk in the beautiful countryside with colleagues, taking in the fresh air.

Looking after your future

Pension Scheme: We look after your future. You will have been automatically enrolled into The Scout Association's Group Personal Pension Plan, contributing 3% of your qualifying earnings. The Scouts will contribute double at 6% of your qualifying earnings on auto enrolment. You can increase your contribution at any point and we will double your contribution up to a maximum of 10% of your gross salary.

Looking after your family: Your loved ones will receive four times the basic salary if you pass away while employed by us.

Getting to and from work

Car parking: Parking is free at all our sites.

Minibus Service: When working at Gilwell Park, a minibus can collect you at various times from Chingford Station and drop you back at various times.

We are proud to be a family friendly employer

Personal Days: Up to four personal days paid leave a year.

Maternity/Paternity Leave: We pay maternity leave above the statutory minimum requirement.

Start and finish time: Employees can apply for some flexibility on their start and finish times of work.

Making your money go that little bit further

Scout Store purchases: You can buy Scout Store merchandise with a discount of 25% on certain items.

Online benefits portal: Our online benefits portal allows you to tailor make your own benefits package.

Developing yourself and others

Study and volunteer leave: Special leave includes paid leave for volunteering and study leave.

How to apply

Before making an application please ensure that you have read the Recruitment and Selection policy:

<https://scouts.org.uk/media/1009429/Recruitment-and-Selection-Policy.pdf>

You can read more about working at Scouts here: <https://scouts.org.uk/about-us/jobs/working-at-the-scouts/>

We would be grateful if you would also complete the Recruitment Monitoring questions on the Application Form. Our Equal Opportunities policy can be found here:

<https://www.scouts.org.uk/por/2-key-policies/equal-opportunities-policy/>

The closing date for applications is Sunday 9 May 2021

The interviews will be held on Monday 17 May 2021

If you would to discuss the role in more detail, please contact Recruitment@Scouts.org.uk

To submit an application, please use this Smartsheet Link:

<https://app.smartsheet.com/b/form/391950f9fea947a79e6367eda1fd6f22>
