



Junior Commercial Solicitor

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 2023 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 2018-2023

Our vision
By 2023 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.

Our mission
Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

Our values
We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

Our goals
We will achieve the following goals against our four objectives:

- Growth**
 - 50k more young people
 - 10k more Section Leaders
 - 5k more Young Leaders
- Inclusivity**
 - The demographic of adult volunteers reflects society
 - In 500 more areas of deprivation
- Youth Shaped**
 - 250k young people shape their Scouting each year
 - 50% young people achieve top awards
- Community Impact**
 - 250k young people making a positive impact in their local communities each year
 - 50% young people achieve top awards

Our three pillars of work

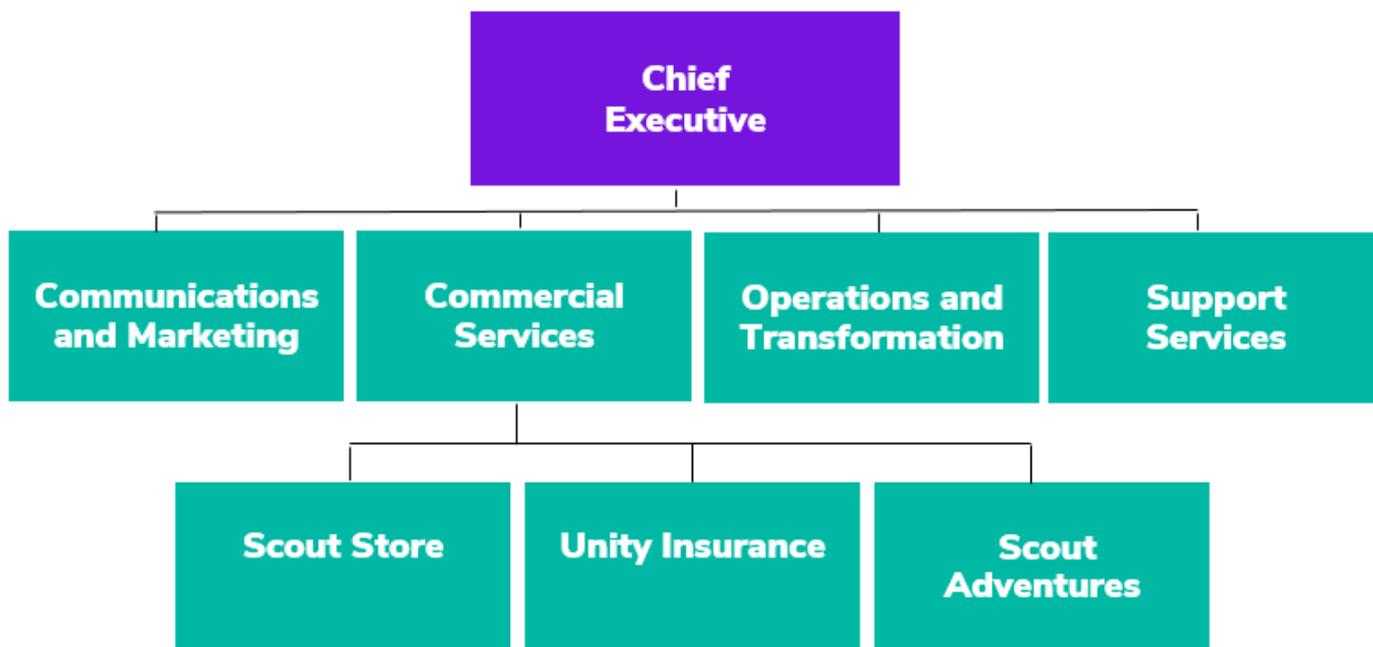
To meet these objectives, we will focus on three pillars of work:

Programme	People	Perception
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.	Scouting is understood, more visible, trusted, respected and widely seen as playing a key role in society today.

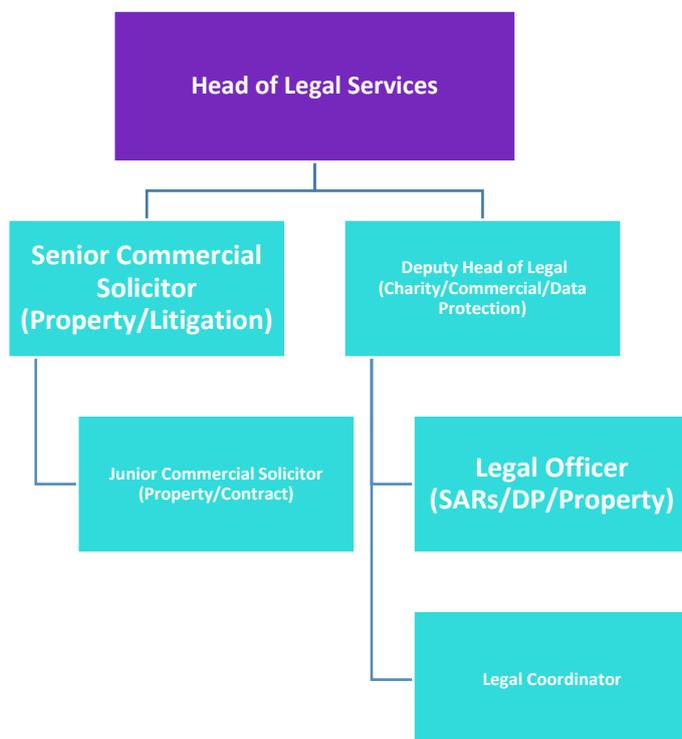
'I believe that Scouts empowers young people. It gives them skills to achieve the remarkable, and opportunities to develop a deeper understanding of the rapidly changing world.' Tim Kidd, UK Chief Commissioner

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



The role

Responsible to:	Head of Legal Services
Department:	Legal Services, Support Services
Base Location:	Gilwell Park, Chingford, London
Term:	Permanent
Salary:	£35,354.00 Band F
Hours:	35 hours per week
Line Management Responsibility:	None
Budgetary responsibility:	None
Internal Relationships:	all Association staff.
External Relationships:	External bodies and agencies. Members of the Movement, including local Trustees, Solicitors firms and/or Counsel, Local Authority Borough or County Councils, Parish Councils and members of the public.
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 a wide range of legal advice to The Scouts Association ("TSA"), its subsidiary companies and the Scouts Association Trust Corporation in the areas of, property, contract and data protection. The role holder will liaise with internal and external stakeholders, at all levels of the business in order to provide accurate and timely advice and to ensure that TSA is compliant with legislation and best practice.

Key Tasks

- Provide advice to both TSA and the Scout Association Trust Corporation, which acts as Custodian Trustee for TSA and its members in relation to property and conveyancing matters. The role will require you to work closely with the Commercial Solicitor to ensure compliance with relevant legislation.

- Preparing, negotiating, drafting and advising on a range of commercial property matters for SATC in its role as Custodian Trustee; including the grant, renewal and surrender of leases, commercial sales and purchases.
- Provide commercial advice to colleagues on contracts with funders, suppliers, partners; including drafting and negotiation agreements with a particular focus on technology, intellectual property, and fundraising contracts as well as collaboration and partnership agreements;
- Advise and guide staff and others to ensure compliance with data protection legislation including responding to data subject access requests.
- Advising on regulatory and compliance matters including charity, company, and fundraising law and best practice.
- Provide guidance and advice to the TSA and the wider movement as appropriate. Undertake legal research as required
- Carry 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 a minimum of 1 year post qualification experience in property law, general commercial contract law, and data protection law; preferably gained in-house in the charity or not for profit sector. You will be a highly motivated and organised individual focused on delivering an excellent service to the organisation, its subsidiaries and the wider movement. You will be expected to hit the ground running in supporting the Commercial Solicitor to manage The Scout Trust Corporation's large property portfolio, providing general property advice to our members, reviewing and reporting on property titles, and advising the organisation on commercial contracts and charity law generally.

Skills and Abilities



- Ability to conduct legal research, interpret legislation and case law
- Ability to draft and negotiate complex legal documents.
- Demonstrable excellent client care skills
- Demonstrable good I.T skills
- Ability to use an electronic case management system
- Excellent verbal and written communications skills
- Excellent attention to detail
- 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 a minimum of 1 year Post Qualification Experience
- Demonstrable experience of transactional commercial property law and some understanding of property litigation.
- Knowledge of general commercial contract law and regulatory matters affecting the charity sector
- Demonstrable experience of negotiating and drafting a range of contracts
- Practical understanding of the General Data Protection Legislation knowledge of procurement is desirable.

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

Competency Framework

This role requires you to work to a Level 2

Please see the framework [here](#).

Benefits

We've got some great benefits too.

Holiday Entitlement: On top of your generous 25 days holiday 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.

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.

Food and drink: You'll be able to buy a subsidised lunch (around £2.50) while working at Gilwell Park, Monday to Friday.

Looking after your future

Generous Pension Scheme: We look after your future. We will double your contribution up to a maximum of 10%.

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: Yes, our parking is free at all sites.

Minibus Service: When working at Gilwell Park, a minibus can collect you at 08:20, 08:35, 08:50 from Chingford Station and drop you back at 16:30, 16:45, 17:00 and 17:15.

Cycle to Work scheme: Get peddling. We can provide you with a bike through the Government's Cycle to Work Scheme.

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 week of Monday 24 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:

