

**BREAST
CANCER**

NOW The research
& care charity

RECRUITMENT PACK

**Associate Director, Legal
Compliance and Governance**

Welcome from the Chief Operating Officer

We're delighted that you're interested in working at Breast Cancer Now and leading our Legal, Compliance and Governance team. We are a charity that's steered by world-class research and powered by life-changing care. We're here for anyone affected by breast cancer, the whole way through, providing support for today and hope for the future.

The Associate Director, Legal Compliance and Governance is a truly interesting and varied role in the organisation acting as trusted advisor to Senior Management, working across all Directorates and as a member of the Organisational Management Team.

The Legal, Compliance and Governance team provides a

professional support service which enables the Charity to work towards achieving its strategic objectives through legal compliance and business planning and in its professional dealings with internal and external stakeholders; following good business and sector practice.

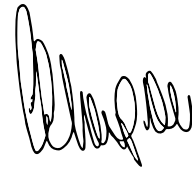
The team is part of the Corporate Services Directorate which consists of the Finance, IT, People and Organisational Development, Facilities, Legal, Compliance and Governance teams.

The Directorate has a central role in enabling the charity to achieve the vision, that by 2050, all those who develop breast cancer will live, and live well. Thanks to the work of the

Directorate, we will provide support for those affected by breast cancer today, and hope for the future.

This is a great opportunity to join us as we launch our new strategy and expand our work. So, if you are excited at the opportunity to support those affected by breast cancer, in as many ways as we can, then get in touch.

Thank you for your interest in this post, I do hope you choose to apply and good luck.



Chay Champness
Chief Operating Officer



THE LEGAL, COMPLIANCE AND GOVERNANCE TEAM

The three core functions of the team are as follows;

Legal: Looking after the charity's legal work, assisted by a Legal Counsel, the work involves providing support to colleagues across the charity with contract reviews; managing disputes, managing the Charity's intellectual property rights; developing tools and checklists for colleagues specific to their work.

Compliance: Providing oversight of the Charity's compliance with applicable laws and regulations

and having direct responsibility for Data Protection compliance, and providing a framework for compliance in areas such as Fundraising, Health and Safety and Safeguarding.

Governance: Responsible for the Charity's internal governance function, developing appropriate policies and procedures, managing relationships with Trustees and ensuring the appropriate conduct of meetings. Liaising with the Charity's regulators and ensuring necessary filings take place.

THE STRUCTURE OF THE TEAM



JOB PURPOSE

To be responsible for Legal Compliance and Governance matters within the Charity, acting as trusted advisor to Senior Management. To provide an effective and comprehensive service to internal stakeholder clients with the support of the Legal Counsel (for Legal

function) the Data Privacy Manager and other specialist compliance leads (for Compliance) and the Governance Manager/Legal, Compliance and Governance Coordinator (for Governance). This role works across all Directorates and is a member of the Operational Management Team.

KEY TASKS AND DUTIES

Key accountabilities

- Strategic advice – provide advice and support to the Charity’s senior and operational Management Teams on legal, compliance and questions, risks and strategies. As part of OMT, provide legal and compliance input for strategic decisions. Promote within the senior leadership teams a good understanding of any legal requirements relevant to their work.
- Working with legal and compliance colleagues – work closely with direct reports and Fundraising Compliance Lead providing support and specialist advice where necessary. Support and nurture direct reports in the development of their roles. Liaise with external advisors including those who provide pro bono support.
- Legal advice – provide comprehensive, pragmatic and timely legal advice to ensure any proposed activity is lawful and that the charity is not deflected from its objectives by legal action or challenge. Ensure that Breast Cancer Now (which includes its subsidiaries) complies with its legal obligations at all times.
- Contracts – be responsible for the charity’s overall approach to contractual arrangements with commercial partners, professional fundraising organisations, suppliers and other partner organisations. This entails following established procedures within the charity for ensuring contracts are in place, providing training to non-legal colleagues on contract review and management, liaising with internal budget holders who hold responsibility for the relationships, providing technical support where necessary. Supporting the Legal Counsel where necessary in contract reviews.
- Data protection compliance – as Data Protection Officer, lead on Data Protection compliance strategy, acting as subject matter expert, liaising with Data Protection Working Group and ensuring that the compliance programme is implemented by the Data Privacy Manager.
- Compliance – provide advice on changes in the regulatory environment which may affect the charity’s operations, being ready to propose, discuss and implement any necessary changes, consulting with other specialist compliance colleagues where necessary.
- Governance – overseeing the Governance Manager, provide support to the Board of Trustees and Committees to ensure that the charity complies with its legal obligations and that it is effectively governed.
- Support and training – together with the Legal Counsel, provide support and training to staff, enabling them to develop their understanding of key legal and regulatory issues affecting their work.
- Dispute resolution – manage any disputes involving the Charity, liaising with external lawyers where necessary.
- Trademark and intellectual protection – be responsible for protection of the Charity’s IPR and liaise with external lawyers to ensure that Trademarks are properly protected.
- Line management – to line manage the Legal Counsel, Governance Manager, Data Privacy Manager and Legal, Compliance and Governance Coordinator offering support and guidance and acting as a mentor in the undertaking of their professional development and duties.

General responsibilities

- To adhere to Breast Cancer Now’s Health, Safety and Wellbeing Policy and Procedure.
- Any other duties that are within the scope and remit of the role and as agreed with your manager.

KEY WORKING RELATIONSHIPS

REPORTING TO	DIRECT REPORTS	INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Chief Operating Officer	Legal Counsel Governance Manager Legal Compliance and Governance Coordinator Data Privacy Manager	Chief Operating Officer Direct Reports OMT and Heads of Departments Fundraising Compliance Leads	External legal advisors, both pro bono and paid Relevant sector organisations and forums

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

It is **essential** for you to have the following qualifications and experience:

- Qualified UK lawyer with at least with 4+ years PQE in commercial/contract law
- Working in an in-house environment
- Training and PQE to have taken place in a well-respected law firm or in house legal team
- Of giving pragmatic advice and gaining confidence of senior management
- Of working for clients who operate within a regulated environment
- Of Data Protection compliance

It is **desirable** for you to have the following qualifications and experience:

- Of working for a charity, or at least a demonstrable interest in charities and the law
- Of being a member of a senior management team
- Of corporate governance and/or risk management

SKILLS AND ATTRIBUTES

It is **essential** for you to have the following skills and attributes:

- Excellent organisational skills and the ability to prioritise a wide and varied workload for your work and the wider team
- Excellent communication skills, including managing stakeholders' expectations; keeping them informed of progress; and explaining complex legal issues clearly
- Excellent technical legal skills
- Excellent written skills with the ability to clearly draft legal documents relevant to the role
- Ability to nurture and develop relationships with management and junior colleagues
- Ability to demonstrate sound judgement
- Ability to resolve legal issues pragmatically and efficiently, with a view to the wider context
- Ability to remain calm facing conflicting demands and prioritise work appropriately

- A genuine enthusiasm for the role and a commitment and dedication to work for Breast Cancer Now
- Absolute professionalism and a conscientious approach to your work

CONDITIONS OF EMPLOYMENT

SALARY

Circa £75,000 (FTE)

LOCATION OF ROLE

This role is based in London. We are implementing a hybrid model of working with staff attending their office location for a minimum of two days per week. The address of the London office is: Ibex House, 42–47 Minories, London EC3N 1DY.

HOURS OF WORK

35 per week, Monday to Friday.
(28 per week will be considered)

CONTRACT TYPE

Permanent subject to the successful completion of a six-month probationary period.

TRAVEL

The post holder must be prepared to travel throughout the UK and to occasionally work varying hours if needed.

CONFLICTS OF INTEREST

You will be obliged to devote your full attention and ability to your paid duties. You should not engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

You should not have any restrictions on your eligibility to indefinitely work or reside in the UK.

PRE-EMPLOYMENT CHECKS

Medical clearance
Two satisfactory references

MEDICAL RESEARCH

We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there are no alternatives.

OUR COMMITMENT TO YOU

To support you in your work, Breast Cancer Now has a range of benefits and wellbeing initiative to encourage a healthy work-life balance.

TAKING TIME OUT OF WORK

In addition to annual leave, Breast Cancer Now offers a variety of paid leave options as follows:

- **Annual leave:** 25 days paid leave per year, increasing annually by one day to a maximum of 30 days and the opportunity to purchase up to two weeks' annual leave per year as well as selling incremental leave as appropriate.
- **Dependents leave:** Up to five days' paid leave per rolling year.
- **Compassionate leave:** Up to five days' paid leave per rolling year.
- **Sabbatical leave:** Up to six months' unpaid leave upon completion of five years' service.
- **Christmas and new year closure:** Breast Cancer Now offices close at 12.30pm on Christmas Eve (Friday before if Christmas Eve falls on a weekend) and re-open when normal business activity resumes in the new year.

FAMILY FRIENDLY

Our family friendly offer is above the statutory requirements and is to support you should you consider starting or extending your family whilst in Breast Cancer Now's employment as follows:

- **Maternity leave and pay:** 20 weeks' full pay after six months' continuous service.
- **Adoption leave and pay:** 20 weeks' full pay after six months' continuous service.
- **Paternity leave and pay:** 3 weeks' full pay after six months' continuous service.
- **Shared parental leave and pay:** Can be taken in line with our maternity pay and continuous service criteria.

YOUR HEALTH AND WELLBEING

Breast Cancer Now values your health and wellbeing seriously and have developed the following:

- **Occupational sick pay:** 2 weeks' full occupational sick pay in your first six months' and six months' full occupational sick pay after six months' employment and once confirmed in post.

CONDITIONS OF EMPLOYMENT

- **Group income protection:** Should your occupational sick pay cease, Breast Cancer Now's income protection scheme provides 75% of your basis salary for a maximum of two years.
- **Health cash plan:** Access to assistance with health costs including contributions towards optical, dental, physiotherapy and chiropody treatments.
- **Employee assistance programme:** You will be entitled to free 24-hour lifestyle, wellbeing and telephone support, including up to six counselling sessions.
- **Health, wellbeing and lifestyle:** Breast Cancer Now actively supports office and virtual health, wellbeing and life-style programmes including a social committee.
- **Season ticket and bicycle loan schemes:** An annual interest-free season ticket loan to offer financial assistance with a commuting season ticket and the purchase of a bicycle.

PENSION AND LIFE ASSURANCE

- **Pension:** Automatic enrolment into the Group Pension Plan and after completing two full months employment. Contributions as follows:

Employee	Breast Cancer Now
3%	5%
4%	6%
5%	7%
6%	8%

- **Life assurance and death in service:** Four times annual salary to a nominated beneficiary(s).

WORKING IN AND NEAR IBEX HOUSE

Breast Cancer Now's London office is on the fifth floor in Ibox House, which is on the Minories near Tower Hill. The office environment is vibrant and fresh and is designed to offer an enjoyable place to work with complimentary tea, coffee and milk refreshments in two well-equipped kitchens; there is also a shower room and a prayer and medical room. We offer a hybrid working arrangement with a combination of home and office-based working.



You can lock your bicycle up securely outside the building using the racks on Haydon and Portsoken Street.



- Tower Gateway DLR
3-minute walk
- Tower Hill tube (District and Circle)
2-minute walk
- Aldgate tube (Metropolitan and Circle)
3-minute walk
- Aldgate East tube (District and H'smith and City) 5-minute walk

AS RECOMMENDED BY COLLEAGUES



Popular places to visit:

St Katherines Dock

Portsoken Street Garden

Tower Hill Garden and Memorial

The garden at 120 Fenchurch Street



Popular places for lunch:

Pret

Starbucks

Temples

Tesco Express

Co-op On the Go

YOUR APPLICATION

To apply and be considered for this role, please sign in to our online application system.

APPLY NOW

You will be required to:

- Complete and submit the online applications form, which requires you to provide a supporting statement explaining how you believe your skills and experience match the requirements of the role;
- Provide the names of two referees, of which one referee should have known you for at least three years. The referees will only be contacted once a provisional offer of employment is made and accepted by you. Contact will not be made without your prior knowledge or consent.

If you have any questions about the application process, please email Graham Vigor, Associate Director, People and Organisational Development graham.vigor@breastcancernow.org

If you have any questions about the role and whether this is the right move for you, please contact Chay Champness, Chief Operating Officer chay.champness@breastcancernow.org

CLOSING DATE

The closing date for applications is 9am on Friday 22 October 2021.

INTERVIEW AND SELECTION PROCESS

First interviews will be held on Wednesday 3 November 2021 and Thursday 4 November 2021.

If it is necessary to hold second interviews, this date will be determined.

On your application, please let us know of any times and days you will not be able to attend an interview.

Interviews will be held in person in our London office. If this is not possible we will hold the interviews virtually using Microsoft Teams.

EQUALITY, DIVERSITY AND INCLUSION

Breast Cancer Now is committed to equality and diversity and is an inclusive charity. Candidates who require any support in making their application should please advise us and we will look to reasonably adjust the process accordingly.

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THANK YOU
FOR YOUR
INTEREST