

Directorate

Corporate Services

Team

Legal compliance and governance

Reporting manager

Associate director, legal, compliance and governance

Our charity

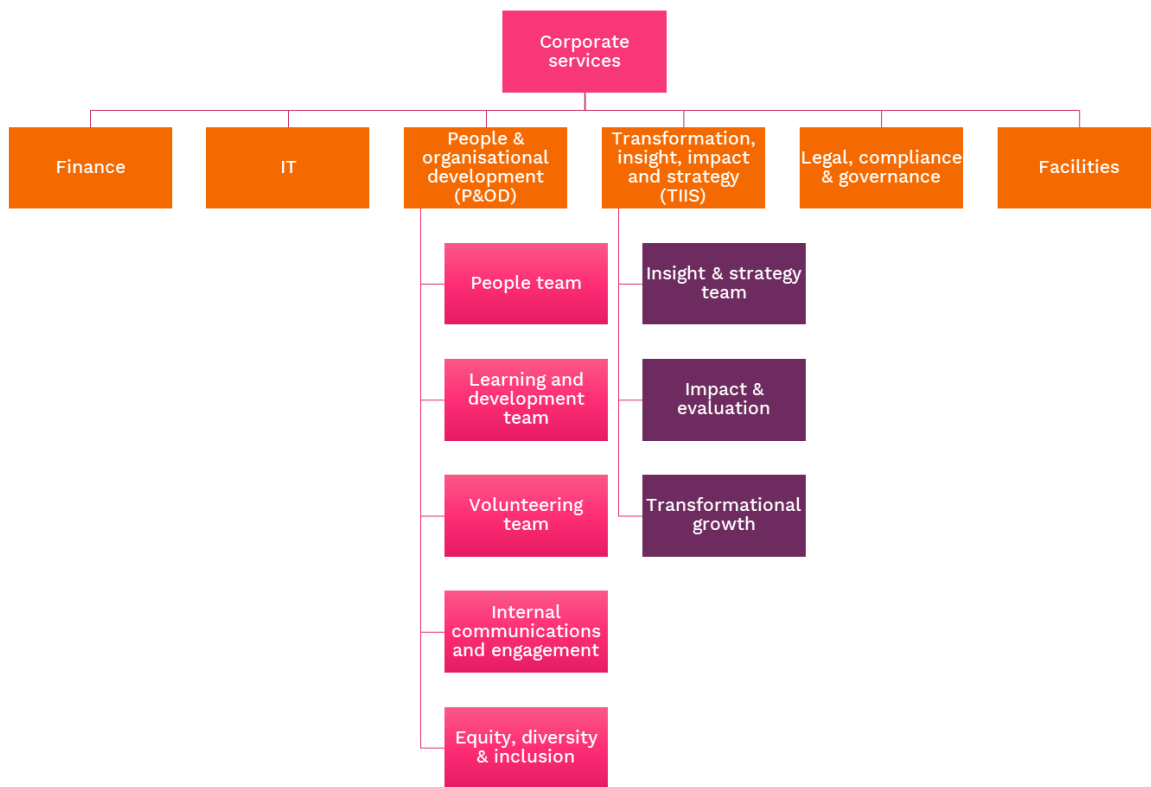
We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The corporate services directorate provides professional support services for the organisation. Our role is to enable teams to achieve our strategic objectives and accelerate impact towards our long-term goals. We do this through legal compliance, business planning, people and organisational development, impact evaluation, insight gathering, strategy development, professional dealings with internal and external stakeholders, and by following good business and sector practice. The directorate is made up of the following teams:



The role of the legal, compliance and governance team is to provide a professional support service enabling the charity to work towards achieving its strategic objectives through legal compliance and governance.

Job purpose

Working closely with the associate director, legal, compliance and governance, the legal counsel, privacy manager and the other assistant legal counsel, to provide comprehensive and supportive assistant legal counsel resource, advice and guidance for the charity. To ensure the capacity of the legal and compliance team is maintained and managed in a timely manner and the legal framework adhered to relating to business as usual activity. Specific areas of legal support relate to advice, contracts, processes and precedents, data protection and compliance, support and training.

To work with the governance manager and the legal and governance team coordinator.

This role works across all directorates and is accountable to internal and external stakeholders.

Key tasks and duties

Collaboration and working relationships

- Work closely with the associate director, legal, compliance and governance, the other assistant legal counsel and the legal counsel for areas of work with legal and compliance requirements.
- Work closely with the privacy manager for areas of work with data protection and information governance requirements.
- To work closely with the governance manager and legal team coordinator for areas of work with governance requirements.

- Provide comprehensive and supportive assistant legal counsel resource, advice and guidance for the charity.

Legal advice

- Provide comprehensive, pragmatic and timely legal advice to internal stakeholders to ensure proposed activity is lawful and that the charity is not deflected from its objectives by legal action or challenge.
- Generate with internal stakeholders a good understanding of any legal requirements relevant to their work. Offer support, advice and guidance, as necessary.

Contracts

- Provide pragmatic and relevant advice on the charity's contractual arrangements with commercial partners, professional fundraising organisations, suppliers and other partner organisations.
- Draft, review and negotiate the charity's contractual relationships with third parties, supporting and liaising with internal budget holders who have responsibility for the relationship.

Legal processes and precedents

- Work with colleagues across the legal, compliance and governance team to develop, implement and inform internal clients about: legal and compliance processes, procedures and precedents for use across the charity.

Data protection and other regulatory and legal compliance

- Provide advice to internal stakeholders to ensure their planned work is compliant with data protection laws and the Fundraising Regulator, Advertising Standards Authority and Charities Commission regulatory requirements.
- Work closely with and liaise with the data privacy manager to ensure UK GDPR and data protection is adhered to in all business areas across the charity.

Support and training

- Assist in providing support and training to staff on a range of legal and compliance areas of work. To enable them to develop their understanding of key legal and regulatory issues affecting their work and of internal processes.

General

- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Qualified lawyer entitled to practice in the UK with at least 2 years PQE in commercial/contract law, gained within any industry sector (not necessarily gained within the charity sector)	x	
Experience of managing own workload with minimal supervision	x	x
Experience of giving pragmatic advice under tight deadlines	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of working in a charity		x
Experience of fundraising law and regulation		x
Experience of working for clients who operate within a regulated environment		x
An understanding of Data Protection laws		x

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent communication skills, including working co-operatively with team members, staff and stakeholders; keeping them informed of progress and explaining complex legal issues clearly	x	x
Excellent technical legal skills and attention to detail	x	x
Ability to resolve legal issues pragmatically and efficiently	x	x
Sound judgement, able to use initiative to progress matters and work independently, coupled with an ability and willingness to defer questions where appropriate	x	x
Professional and conscientious approach to your work and when working with stakeholders	x	x
Enthusiastic and can-do attitude to work		x
A willingness to learn new areas of law and a desire to ex your knowledge		x

Role information

Key internal working relationships

You'll work closely with the following:

- Associate director, legal, compliance and governance
- Chief operating officer
- Legal counsel
- Assistant legal counsel
- Governance manager
- Data privacy manager
- Legal and governance team coordinator
- All directorates across the organisation

Key external working relationships

You'll work closely with the following:

- Occasionally external law firms
- Lawyers in Charities group

General information

Role location and our hybrid working model	This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)
Induction	It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.
Hours of work	35 hours per week, Monday to Friday
Contract type	Permanent
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's no alternatives.

Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't 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 shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated January 2025

Find out more about us at
breastcancernow.org

**BREAST
CANCER
NOW** The research &
support charity