

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Assistant Legal &amp; Risk Manager</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Operations</b>

**1. OVERALL PURPOSE OF JOB**

<p>To assist with contractual and legal matters relating to the organisation, in particular:</p> <ul style="list-style-type: none"><li>• Reviewing and amending contracts with suppliers, donors and grantees</li><li>• Assisting in the preparation of grant and other proposals</li><li>• Researching and advising on regulatory and other compliance matters</li><li>• Drafting and helping to implement policy and process documents to manage legal and compliance risk</li><li>• Maintaining internal registers and managing contract renewals and other deadlines</li><li>• Generally assisting the Legal &amp; Risk Manager</li></ul>
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**2. WORK RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Legal & Risk Manager
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
N/A
<b>PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> <i>(Include nature of work relationship)</i>
Directors, Heads of Global and Regional Divisions, Project Managers, Operational staff across all offices, all staff with funding proposal responsibilities.
<b>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b> <i>(Include nature of work relationship)</i>
BirdLife Partner staff. Informing and advising.
<b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b> <i>(Include nature of work relationship)</i>
Legal firms and external bodies.

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**3. KEY WORKING RELATIONSHIPS GRID**

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	1	General public	1	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	1	Press & media	1	Funding organisations (institutions, foundations, corporations )	2
BirdLife Global Council	1	Regulators/ legislators/ auditors	2	Individual donors/ members	1
Suppliers/service providers	2	Scientific community	1	VIPs/ royalty/ high worth individuals	1
<p><b>Level of Contact</b>                      1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.                      2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.                      3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p> <p>Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

**4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

<p>By main work area:</p> <ul style="list-style-type: none"> <li>• Undertake general drafting and/or review of legal documents, highlighting areas of concern/risk and referring to Legal &amp; Risk Manager, relevant experts within BirdLife and/or external legal counsel as appropriate and agreed</li> <li>• Prepare or support the preparation of sub-grant agreements and consultancy agreements</li> <li>• Carry out review of template contracts and propose improvements where necessary</li> <li>• Update and maintain Legal &amp; Risk section of staff intranet</li> <li>• Manage renewal and updating of insurance policies. Submission and administration of insurance claims as necessary.</li> <li>• Support due diligence review on partner organisations, sub-contractors etc., particularly in respect of international financial sanctions, anti-terrorist and anti-money laundering legislation</li> <li>• Liaise and consult with external legal advisers (when agreed)</li> <li>• Undertake research into specific legal or related topics as required, and informing relevant internal stakeholders as requested</li> </ul>
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| <ul style="list-style-type: none"> <li>• Assist with development and implementation of internal policies and procedures to manage legal and compliance risk</li> <li>• Assist with GDPR compliance activities</li> <li>• Support local staff in the oversight of international offices and separately registered entities, to ensure compliance with local requirements for all countries in which BirdLife has a presence</li> <li>• Assist with the process of notarisation and legalisation of company documents for use overseas</li> <li>• Develop and maintain a database of signed contracts across the Secretariat</li> <li>• Other legal and compliance activities as directed</li> </ul> |
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**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Review and advise on financial implications of contractual relationships.
<b>Contracts – Funders</b>	Review and negotiation of contracts.
<b>Contracts – Staff/Consultants</b>	Draft consultancy and grants/subcontracts in line with funding requirements and terms and conditions and templates.
<b>Contracts – Service providers</b>	
<b>Legal Responsibility</b>	Advisory role in ensuring BirdLife is aware of, and in compliance with legal obligations.
<b>Other</b>	

**6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Must be numerate and literate, with a high level of oral and written communication skills
<b>Job Specific Education/Qualification</b>	Qualified solicitor, experienced paralegal, Legal Executive
<b>Job Specific Knowledge</b>	Good understanding of: <ul style="list-style-type: none"> <li>• English law and legal system generally</li> <li>• Contract law</li> <li>• Data protection and privacy issues</li> <li>• General compliance issues</li> <li>• Corporate governance</li> </ul>
<b>Experience</b>	Proven track record of experience working in a legal department (either in-house or in a law firm)
<b>Management &amp; organisational skills</b>	Ability to organise own time and priorities, work with a high level of initiative and work well under pressure. Meticulous attention to detail. Planning and project management skills. Strong organisational skills
<b>Communications skills</b>	Good communication skills and presentation skills
<b>Creativity &amp; Initiative</b>	Ability to propose creative and sound solutions when problem solving. Is able to interpret and adapt guidance appropriately to ensure that a practical and robust solution is found to suit the

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	circumstances
<b>Computer Literacy</b>	Proficient in Microsoft Office, especially Word and Excel
<b>Languages</b>	Fluent in English. Other languages (e.g. French, Spanish, Japanese where permanent BirdLife operations exist) may be an advantage
<b>Travel requirements</b>	None
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	

<b>Prepared by:</b>	<b>Date:</b>
Georgie Godby	21 March 2019