

Job Description

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| Job title | Legal, Compliance and Governance Manager |
| Location | Sheffield is our office base but we will consider home working. Preferences can be discussed at interview |
| Hours | Permanent, Part time (22.5 hours/week) |
| Reports to | Group Director of Finance and HR |
| Staff responsible for | Legal and Information Security Officer |
| Date | September 2020 |
| Salary | Manager band £27,000 - £35,000 |
| Benefits | <ul style="list-style-type: none"> • All employees with contracts of six months or more are invited to be a Member of the Good Things Foundation Staff Owned Mutual. This gives you voting rights for Staff Board Directors and at the AGM (Annual General Meeting) • 30 days holiday per year • 10% Employer contribution to a personal stakeholder pension scheme (when you contribute 5%) • Up to £500 contribution for work related training (or £200 for personal development and £300 for work related training) • Life cover and permanent health insurance • Confidential Employee Assistance helpline |
| Job Purpose | <p>We are seeking an experienced and values-driven professional to provide legal, compliance and governance support to our organisation, working closely with the Senior Management Team and relevant business development and service delivery staff in the UK and Australia.</p> <p>Good Things Foundation wants a world where everyone benefits from digital. We are a charity which supports digitally and socially excluded people to improve their lives through digital.</p> |

Key Objectives and Accountabilities

Responsibilities include:**Legal**

- Managing the drafting of legal agreements and provide negotiation guidance to business development staff, including contracts for services, grant agreements, MOUs and licence agreements
- Ensuring all legal documentation work is signed off at the appropriate level - eg Legal and Compliance Officer, Director or external solicitor.
- Instructing external solicitors if and when required.
- Being proactive in educating all staff to understand the organisation's legal obligations and what they need to do to ensure compliance.
- Providing ad hoc legal and commercial advice and support to staff from across the organisation. Scan relevant information sources to ensure that staff across the organisation are kept up to date with the latest legislation etc.
- Carrying out due diligence and legal research ensuring that both are fit for purpose and compliance with our legal responsibilities
- Maintaining legal templates that meet best practice and the organisation's needs
- Ensuring signed copies of all agreements are held on record and can be easily accessed when required.

Compliance

- Leading on ensuring that the organisation has fit for purpose policies and procedures and provide staff awareness training including preparing relevant training materials
- Leading on all the relevant statutory registrations and ensuring they are in place and up to date. Ensure all relevant staff are kept up to date with their responsibilities
- Managing our relationship with the relevant regulators in England & Wales and Australia, ensuring all due submissions are completed and the information held on us is up to date and correct
- Ensuring our statutory books and other records are up to date
- Ensuring compliance with relevant Data Protection and Information Security legislation, guidance and best practice, working with the Information Security Team
- Managing the organisational responses to Subject Access Requests in accordance with applicable data protection legislation

Insurance

- Managing and leading on renewing the organisational insurance policies ensuring the organisation receives the cover it needs and value for money

Governance

- Keep abreast of developments in charity governance and ensure the organisation's governance is in line with best practice
- Ensure all staff are offered membership of the Company, maintain conflict of interest records and manage elections for Staff Trustees
- Draft relevant board papers for your Line Manager
- Provide company secretarial cover to the Group Director of Finance and HR

Complaints and Incidents

- Ensuring we have effective complaints processes that are widely communicated to our stakeholders
- Carry out incident complaint and whistleblowing investigations making recommendations for resolutions to the organisations

Information Security

- Own the work within the Business Operations team to ensure compliance with our legal obligations on data protection (GDPR)
- Supervise and support the work of the Information Security Officer in ensuring we comply with our obligations under external accreditations such as ISO 27001 and Cyber Security Essentials.
- Lead the work on information security policies, ensuring that effective procedures are in place through working with other teams.
- Work with the Head of Digital and the Business Operations Manager to provide specialised and general staff awareness training on information security
- Support and work with the Business Operations Manager and the Information Security Officer in carrying out internal information security audits
- Support the Information Security Officer on incident management and business continuity as and if required

Line management

- Empower the staff you line manage to maximise their contribution by setting clear objectives, providing appropriate feedback, holding regular KITs, sensitively and effectively managing performance, ensuring they get the training and development they need and that they feel valued.
- Support staff to be flexible and work within and across teams as their role requires.

Corporate responsibility

- Ensure that your work is always in the best interests of Good Things Foundation; support others across the organisation to deliver their objectives as needed and be proactive in identifying and addressing opportunities and threats.

Person Specification

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| <p>Experience</p> | <ul style="list-style-type: none"> ● A broad experience of working in a legal and compliance environment, drafting legal agreements and researching legislation in different contexts, in particular in a corporate or charity environment. ● Ability to view situations from a commercial or business perspective ● Line management experience including being capable of delegating tasks, supervising where appropriate, performance management and working on your own initiative. ● Demonstrable commitment to ensuring effective systems are in place to administer and support effective processes - this can be in a work or voluntary capacity ● Being proactive in making a sustainable difference through voluntary or other activities ● Experience of running effective training both face to face and online ● Demonstrable commitment to working in the voluntary sector |
| <p>Knowledge and skills</p> | <p>Essential</p> <ul style="list-style-type: none"> ● Excellent organisational skills and attention to detail ● Excellent written skills ● Knowledge of contract law ● Ability to digest and communicate complex information including legal documents in an easily understandable way to both peers and lay persons ● Confident communicator ● Ability to think innovatively ● Excellent time management and ability to prioritise ● Excellent IT skills - word processing, spreadsheets, slides/powerpoint, email etc ● Ability to conduct comprehensive research of legal issues ● Knowledge of the charity and corporate sectors, company and charity law ● Understanding of the role of Company Secretaries ● Knowledge of intellectual property and commercial law ● Knowledge of Data protection and security legislation and regulations <p>Desirable</p> <ul style="list-style-type: none"> ● Knowledge of at least one of the strategic areas in which Good Things Foundation operates (digital inclusion, learning, community |

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| | <p>action, social inclusion, international)</p> <ul style="list-style-type: none"> • Experience with Google G Suite • knowledge of safeguarding regulations and how they apply to an organisation like Good Things Foundation |
| Good Things Foundation Behaviours | <ul style="list-style-type: none"> • We are collaborative • We are positive • We are creative • We are people focussed • We are curious |
| Education and Qualifications | <ul style="list-style-type: none"> • Legal or Business degree - or equivalent experience |
| Other requirements | <ul style="list-style-type: none"> • To demonstrate a commitment to safeguarding vulnerable adults. • To comply with our organisational Safeguarding Policies and Procedures. • To satisfy our pre-employment checking process (see below) • To comply with our information security and data protection policies and procedures |

Good Things Foundation is a social change organisation with a mission to ensure that everyone benefits from digital. We live the change we are seeking to achieve and encourage applications from diverse backgrounds. We operate a policy of providing equal opportunities in all aspects of work including recruitment, training, and promotion, whatever the colour, race, religion, belief, ethnic or national origin, gender, sexual orientation, marital status, age or disability of an employee, having regard to the individual's aptitudes and abilities and requirements for the job. Good Things Foundation is opposed to all forms of unlawful and unfair discrimination.

Safeguarding Statement and Pre-Employment Checks

Here at Good Things Foundation, we work with vulnerable adults and are fully committed to ensuring their safeguarding and welfare at all times, in line with our Safeguarding Policy and Procedures. All of our employees, contractors and volunteers will be expected to comply with the policy and procedures. Upon a conditional offer of appointment being made, all employees will also be required to satisfy our pre-employment screening process which for this position, will include:

- An identity check (photo ID)
- Receipt of two satisfactory references
- Documentary evidence of right to work in the UK

The organisation will carry out a Baseline Personnel Security Standard check (BPSS) prior to your commencement of employment. This check will consist of a Right to work check, ID data check, criminal records check, employment history check and the disclosure of any significant periods spent abroad (6 months or more in the last 3 years). The BPSS check will be undertaken by an external agency.