

Legal Advisor

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Legal Advisor

Position in the organisation

Reports to the Principal Legal Advisor
Member of our Risk & Assurance team
Part of our Finance and Assurance Directorate

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist, and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes an impact to end the devastation of dementia.

Partnership, collaboration, accountability, professionalism and a restless desire to constantly improve are needed in every role across Finance & Assurance. That is true for this role, the Society's Legal Advisor, who will work in close partnership with stakeholders across Directorates to deliver a professional, credible, and valued legal service and opinion.

The Legal Advisor is a visible legal voice in the Society, helping to influence and ensure that the Society is operating safely, legally, and ethically. Liaising with stakeholders, the Legal Advisor will provide effective, timely and proportionate legal advice and support on a range of legal matters across the Society, helping to shape risk-informed decision-making.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Provides pragmatic, timely, clear legal advice, guidance and support to team members and internal clients on all general legal matters.
- Works closely with business areas to understand their objectives.
- Drafts, reviews and amends contractual documentation in a manner that is proportionate to the scale and risk of the transaction and to ensure it is compliant with the law, regulations and guidance as well as the Society's internal policies and procedures.
- Where appropriate, leads on legal negotiations or supports internal clients with negotiations with counterparties,
- Develops and maintains reports and files as required.
- Develops standard legal documents and processes as directed and ensures that they are up to date and fit for purpose.
- Instructs external legal advisors as required, including developing effective relationships with pro bono lawyers.
- Provides legal training and information for Society staff and volunteers to increase awareness of, and manage, legal risks
- Contributes to Society projects where legal input is required.
- Assists the other members of the Legal Team when required.
- Undertakes other duties or projects commensurate with the nature and grade of this post as required

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Strong legal experience gained either in private practice or in-house.	A/I
Excellent interpersonal and communication skills, able to develop understanding and positive relationships with internal and external stakeholders at all levels.	I
Proven experience of quickly understanding business needs, prioritising risks in the context of the business need and advising internal stakeholders as to how to handle them.	A
Excellent analytical and research skills.	A/I
Keeps abreast of developments in the law relating to the work of the Society and shares best practice within the sector.	A/I
Experience in negotiating agreements with counterparties both directly and supporting business areas, to manage the negotiation for themselves.	A/I
Provides pragmatic and user-friendly legal advice and support, including ad hoc oral advice, in a wide area of law	A
Able to prioritise a demanding and very busy workload, with a “can-do”, attitude under pressure, and a constructive approach to providing solutions	A/I
Able to evaluate processes relating to legal matters, put improvements in place or design new ones, and communicate them to lay users.	A/I
Handles sensitive and confidential information with discretion.	I
Experience of working collaboratively and cross-divisionally with other teams and departments.	A/I
Displays professionalism, courtesy and confidence in all communications, with the ability to gain respect, build relationships and influence outcomes.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and know when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I

Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

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Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependents

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave