

Job description

Associate in the Charity Team

Role	Associate
Department	Charities and Safeguarding
Reporting to	Head of Charities and Safeguarding

About Hunters

We are an award-winning law firm looking for a full-time Associate/Senior Associate to join our Charities Department.

Hunters Law LLP offers specialist legal advice across a range of services. Whilst our clients number private individuals, businesses, trusts, charities and other organisations, they all expect the individual personal service and high level of expertise for which we are known.

We are dedicated to helping schools, charities, businesses, religious orders and NGO's in the UK and internationally, in all aspects of charities law and related legal areas, whether commercial, employment, education, property, social enterprise or safeguarding. We're looking for someone talented and determined to bring with them or develop from their existing experience and expertise, a busy and varied practice.

About the role


We are looking to appoint a specialist Charities Lawyer, four years + PQE (preferably with a commercial law background), currently working at a reputable firm but looking for a move to join our Charities and Safeguarding department. The successful candidate will have demonstrable experience in advising on the formation and incorporation of charities, mergers, collaborations and joint ventures, advising senior management teams, boards of governors and trustees and providing training, drafting and reviewing commercial contracts and agreements (including fundraising agreements), and advising on data protection and wider charity law and education related matters.

The firm and team enjoy a reputation for providing trusted and highly effective legal services to clients on corporate governance, regulatory aspects of charity practice, education and not for profit sectors, ranging from national and local charities to prominent universities and independent schools. With extensive post-qualification experience, the right candidate will be solutions-focussed and pragmatic with the ability to build effective relationships and influence at all levels.

Working in a supportive environment, the successful candidate will be able to work proactively with the Head of Department to help deliver the strategy and improve processes and compliance across the Charities Department.

The successful candidate will be able to:

- ◆ Work independently and with minimal supervision to provide timely, proactive, pragmatic, high quality legal advice and solutions for new and existing clients.
- ◆ Work proactively with the Head of Department in growing the practice in helping to deliver the group



strategy and take an active role leading and contributing to develop specific areas of the practice in collaboration with members of the Charities Group.

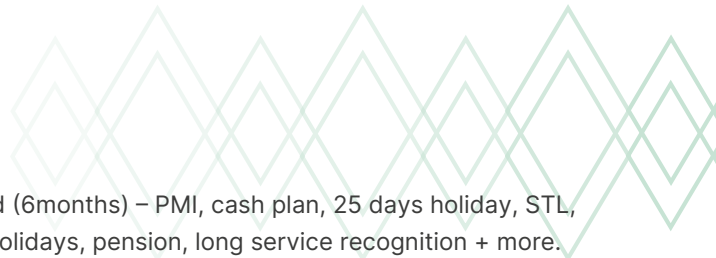
- ◆ Proactively and efficiently develop their own specialist area of the charity/not-for-profit sector while adhering to the various policies and programmes designed to ensure an excellent standard of client care, compliance, profitability and the well being of the firm as a whole.
- ◆ Keep abreast of legal developments, sharing relevant insights within the charities group.
- ◆ Translate legislative and regulatory changes into practical business activities for the benefit of clients.

Skills and experience

- ◆ An experienced qualified lawyer with extensive post-qualification experience in-house and/or in private practice.
- ◆ Entrepreneurial instincts and spirit and be used to collaborating closely with colleagues across a range of disciplines, clients, other firms and advisers and the Charity Commission.
- ◆ Well-connected professionally and adept at networking and driving business development.
- ◆ A solution-focussed and pragmatic individual who is prepared to quickly develop the client base of the charities group and apply extensive legal knowledge and best practice and in their day-to-day work.
- ◆ Able to convey complex legal issues in a clear, and simple way with a good sense of commercial reality.
- ◆ Able to identify and pragmatically solve complex problems, use initiative to find commercial and pragmatic solutions and recognise when to bring in and consult other members of the Group, a good energetic 'team player'.
- ◆ Delivery focused - manages and organises own time effectively to prioritise tasks and meet deadlines to manage clients' expectations and demands.
- ◆ Proven ability to and builds external and internal networks for collaboration and knowledge sharing.
- ◆ Excellent relationship skills and proven ability to build effective client relationships and persuade and influence at all levels.
- ◆ Proactively seeks to understand and support the commercial objectives of internal clients and wider strategic objectives.
- ◆ Excellent analysis, interpersonal and communication skills, especially in all media.
- ◆ Confidently identifies, articulates and evaluates key issues and risks, taking ownership of providing solutions and practical guidance to clients.
- ◆ Strives for continuous improvement, constantly looking for new and creative ways to deliver legal services more effectively and efficiently.

Additional information

Hybrid working: At the start of the employment relationship, this role requires attendance in the office for five days a week for a minimum of six weeks. Following this period and subject to the Partners agreement, the incumbent may commence working to the Hunters Hybrid Working policy. This requires staff to be in the office on two days in one week and three days in the following week, always ensuring that they are in office on Anchor days. There may be times when staff are required to attend the office more – in these circumstances, the hybrid working arrangements will not apply.



Benefits: After successful completion of probation period (6months) – PMI, cash plan, 25 days holiday, STL, wellbeing subscription, eye test contribution, buying of holidays, pension, long service recognition + more.

There is also a **Fee Earner Commission scheme** in place which pays commission on new business over a period of two years. In addition, there is a performance related bonus scheme which is based on the achievement of targets and performance in general.

Pat Fernandes

5 July 2024