



Job Title:

Senior Legal Adviser (Procurement and Fundraising)

About the Team and the Role

Legal Team:

You will be joining three other Senior Legal Advisers and our Contracts and Legal Administrator all of whom report into the Director of Legal Services, providing an In-House Legal Service to Mencap and its group of companies, and forming part of Mencap's Enabling Functions.

The Legal Team is part of the Governance and Quality Directorate, headed up by the Executive Director of Governance and Quality.

The purpose of this role is to provide high quality commercial contracts and documentation; advice and assistance to support:

- 1) All Directorates across Mencap, as part of Mencap's internal procurement process; and
- 2) Fundraising Teams

Key responsibilities

- Working with different Teams and Directorates across Mencap to draft suitable and robust contracts (including IT contracts); and standard terms and conditions; or review third party's commercial contracts or terms and conditions
- Negotiating contracts and providing advice for the Fundraising Teams and ensuring regulatory compliance. Radar scanning for changes in Law which will impact fundraising
- Assessing and evaluating the legal and commercial risks associated with the commercial arrangements and reporting to senior managers
- Advising senior managers on insurance matters in respect of contracts

- Providing information and advice to assist in the development of new policies and procedures relating to commercial contracts.
- Assisting in establishing and maintaining internal standards and procedures in respect of contracting and having awareness of changes in relevant legislation.
- Representing the Legal Services Team on a number of Panels and Committees, such as the Procurement Panel.
- Assisting managers and Lawyers within the Legal Services Team with contract disputes with third parties and occasionally assisting with litigation
- Providing ad hoc training to Mencap staff.
- Working in a cooperative and team spirited way, supporting Team Members within the Legal Services Team.
- Undertaking other duties commensurate with the post

Additional requirements:

- Ability to travel nationwide, if the need arises.
- Very occasional evenings and weekends and overnight stays away from home

What you will bring to the role (Essential and Desirable)

Skills / Competence Requirements	Essential (E) / Desirable (D)
Excellent Commercial Drafting and Negotiation skills	E
Effective communication with and collaboration across the Legal Services Team and with all cross functional Teams	E
Ability to build positive relationships and partnerships	E
Good technical expertise (for commercial /IT and fundraising agreements)	D
Able to research from scratch new areas and work streams which come into the Department for review and comment which may not be within ones area of expertise	E
Able to analyse and manage complex data	E
Good at managing complex issues and exercising sound judgement in difficult and complex scenarios	E
Possesses Professional Credibility	E

Experience	Essential (E) / Desirable (D)
Several Years solid experience working as a commercial contract drafter and negotiator	E
Experience of managing high volumes of contracts	D
Experience of contract management	D
Experience of working with and influencing multiple stakeholders	E
Experience of risk management	D



We are **passionate**
about making the
world a better place



We are **positive**
in our work and
with each other



We are **brave**
we challenge and
try new things



We are **kind**
to everyone



We are **inclusive**
of everyone

Knowledge	Essential (E) / Desirable (D)
Excellent knowledge of contract law	E
Knowledge of Fundraising Law and Regulation	D

Qualifications	Essential (E) / Desirable (D)
Solicitor or Barrister, qualified to practise in England (or comparable jurisdiction) holding a practising certificate	E
Previous experience as an in-house lawyer	D

Please note: This job description is not intended to be exhaustive and reflects the type and range of responsibilities. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



“This isn’t just a job - it’s a chance to help change the lives of people with a learning disability and their families. If you’re passionate about making a difference, join Mencap in building a more inclusive future.”

Mencap and our Commitment to Safeguarding

Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.



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Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.



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