

**Job Title: Legal Adviser****Line Management: Assistant Director (Legal)****Key Purpose**

To support the work of the Assistant Director (Legal) in the provision of high quality legal advice to the organisation and diocesan colleagues.

**Key Responsibilities**

- To provide high quality legal advice to the organisation, diocesan colleagues and others on matters relating to Catholic education, employment and equalities law.
- To provide a telephone help-line on legal queries from our diocesan colleagues and religious orders/trustees.
- Ongoing creation and maintenance of model employment documents for schools and academies including application forms, contracts of employment, workplace policies and guidance.
- To monitor developments in education policy and draft legislation (UK, European and Canon Law), circulars and statutory instruments which could affect Catholic Education or the Catholic position within lifelong learning.
- To produce of a monthly 'legal updates' newsletter for issue to dioceses.
- To conduct research on legal topics and on the application of Canon Law.
- Liaison with external stakeholders such as the DfE, local authorities, SMBs, trade unions and external solicitors.
- Respond to consultations from DfE, Welsh Government etc as directed by the Assistant Director (Legal).
- Deliver presentations and training to various stakeholder groups.
- Prepare and edit correspondence, communications, presentations and other documents, file and retrieve documents and reference materials.
- To represent the policies of the Bishops of England and Wales.
- To undertake other duties appropriate to the role as requested by the Assistant Director/Director.

**Person Spec**

- Qualified employment law solicitor PQE 3+ years
- Sympathetic to the teachings of the Catholic Church and supportive of Church schools
- Knowledge of education law and equality law are desirable but training will be given
- Team player and good interpersonal skills
- An ability to advise Diocese, trustees, governing bodies and others on all aspects of education/employment law and other relevant legislation and statutory guidance which may affect Catholic education.
- A preparedness to work with partners from other faiths, Trade Unions, Department of Education and local authorities.
- Demonstrate initiative.

- Able to work successfully to tight deadlines and to cope with unforeseen demands.
- A willingness to volunteer help and provide advice to other colleagues.
- Competent ICT user including proficiency in Microsoft Office programmes.

#### Benefits

- Salary – circa £43,000 per annum dependent on experience
- Working week - 35 hours excluding lunch breaks
- 25 days annual leave plus bank holidays (increasing to 27.5 after a qualifying period)
- Additional days leave: from 24 December to 2 January inclusive and Holy Thursday.
- TOIL Policy
- Matched (up to 6%) contributory pension scheme
- Interest free season ticket loan after qualifying period
- Private Medical Scheme after a qualifying period
- Childcare Voucher Scheme