



## Legal Adviser CATHOLIC EDUCATION SERVICE

**5 minutes walk from Victoria Station, London SW1**

Circa £43,000 dependent on experience

Do you support the Church's provision of high quality education for children across the country? Are you interested in supporting teachers, schools and colleges to achieve this mission? If so, we are seeking to appoint a Legal Adviser for the Catholic Education Service (CES).

The CES represents and promotes the national education policy of the Bishops in relation to the 2,300 Catholic schools, colleges and universities which the Church is responsible for across England and Wales.

We are looking for a qualified solicitor (PQE 3+ years) with a specialism in Employment Law, who is sympathetic to the teachings of the Catholic Church and supportive of Church schools. The work will provide a broad and varied experience of legal practice, and support and training will be provided in other specialist areas of law involved.

The CES is a family friendly charity that encourages a good work life balance, with working outside of normal office hours a rarity. We offer a range of benefits including a matched pension scheme, generous holiday allowance and a TOIL policy.

### **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, schools 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.

**Please send your CV and a covering letter detailing why you wish to be considered for this role to Michaela Kelly, Head of HR: [Michaela.kelly@cbcew.org.uk](mailto:Michaela.kelly@cbcew.org.uk). Closing date for applications is 9am on Thursday 7<sup>th</sup> December 2017.**