

HEAD OF LEGAL

Job Level	6	Kornferry Function	KF19
Directorate	Internal Services	Function/Service	Professional Services
Direct Reports	2	Indirect Reports	0

The Leadership and Management of our people is critical to us as an organisation. The responsibilities and expectations of Leaders and Managers at this level can be found in [Our Leadership Framework - RedRoom](#).

Our Leadership Framework defines the leadership standards we want to see at the British Red Cross. It shows what great leadership looks like. Our goal is to create a great workplace and deliver excellent services to our users. [Our Leadership Framework - RedRoom](#), along with [Our values and behaviours - RedRoom](#) and Fundamental Principles, helps everyone understand how the leadership capabilities relate to their role and context.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness. You can read more about [Equity, Diversity & Inclusion \(EDI\) at the British Red Cross - RedRoom](#) here.

Purpose	The Head of Legal will lead on the design and implementation of legal services ensuring the provision of timely and effective legal advice and supporting internal stakeholders at the British Red Cross.		
Budgetary responsibility/ accountability	Legal budget and external spend	Accountability for other resources	Outsourced legal counsel
Key Responsibilities	<p>Managing Legal Services</p> <ul style="list-style-type: none"> • Design and implement a legal service offer framework. • Manage the on-going efficient and effective provision of legal services and refine as necessary. • Support internal stakeholders in getting the right legal advice through the development and management of efficient processes and arrangements. • Manage the relationship, contract, and performance of the third-party legal counsel. • Manage service levels of quality, cost, and timeliness of legal services. • Identifying and referring non-legal matters to other colleagues and functions to support the organisation. <p>Legal Advice</p> <ul style="list-style-type: none"> • Providing strategic and high risk legal advice to the organisation where appropriate and more efficient than external counsel. • Reviewing and drafting legal documents and contracts. • Advising the organisation on legal risk, including mitigating measures. • Reviewing and updating template agreements, guidance, and training. <p>Professional Responsibilities</p> <ul style="list-style-type: none"> • Building and maintaining strong relationships with internal stakeholders, external paid and pro-bono legal providers and maintaining a client-focused approach. • Working within the wider Professional Services leadership team as a positive team member, supporting the objectives and aims of the organisation. • Knowledge management through good record keeping and briefings. 		

	Team Member <ul style="list-style-type: none"> Actively participates in all team meetings. Supports other team members Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action. Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics) <p><i>The responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.</i></p>
Knowledge & Skills <i>*Essential</i>	<ul style="list-style-type: none"> Qualified: A solicitor or barrister with an existing practising certificate in England and Wales Attention to detail: The ability to complete a thorough review of legal documents and have accuracy in legal analysis and interpretation. Ethical Judgment: Strong ethical principles and adherence to professional standards and the ability to make ethical decisions in challenging situations. Analytical Thinking: Critical thinking to analyse legal issues and find solutions through effective problem solving. Including the ability to make quick and measured decisions. Communication: Ability to present and brief effectively on complex legal matters across all levels of the Organisation. In addition to effective written communication for drafting legal documents and contracts. Risk Management: Good understanding of risk, control, and due diligence to support decision making and advice.
Experience <i>*Essential</i>	<ul style="list-style-type: none"> Considerable post qualification experience Experience implementing a cost-effective legal service offer and stakeholder management Working with a wide range of stakeholders and cross functional teams Working in a fast paced and time pressured environment
Additional requirements	<ul style="list-style-type: none"> Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy.

Pre Engagement Checks Highlight bold as required	
DBS- England & Wales	Adult/ Child/ Adult & Child Workforce/ None
PVG- Scotland	Adult/ Child/ Adult & Child/ None
Access NI- Northern Ireland	Vulnerable Adult/ Child/ Vulnerable Adult & Child/ None
Driver Check	Yes
International Roles Only	
International Police Check	Yes/No
International Driving Licence for manual cars	Yes/No

Role Reference	Head of Legal	Review Date	28 May 2025
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.