



Credit Matt Glue / Fauna & Flora International

Legal Officer

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough, FFI
Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Legal Team

The Legal Officer will join FFI's Legal Team, which is comprised of a Senior Legal Adviser and Legal Adviser, both of whom report to the Chief Operating Officer (COO). The Legal Team is part of a broader 25 person Operations Team led by the COO, who is responsible for the operational functions of the organisation including Finance, HR, ICT, Facilities, Legal, Governance & Risk Management and Health, Safety & Security.

The Opportunity

The Legal Officer is a new role within FFI, joining a small, friendly and welcoming team. You will provide legal support and effective and responsive assistance to that team, thereby supporting FFI to comply with its statutory obligations, internal policies and procedures and funder requirements.

You will have a Bachelor's degree or equivalent qualification in a relevant subject, or equivalent experience, preferably in a legal setting, with experience reviewing legal documents, in administration and handling confidential information. You will also have a clear understanding of data protection legislation and experience ensuring organisational compliance in data protection.

You will have meticulous attention to detail and a diligent and methodical approach to your work. You will possess excellent organisational and time management skills, together with interpersonal and communication skills which will enable you to build positive, productive working relationships with colleagues, not just in the UK but across our 20 countries of operation. You will be calm under pressure and have the ability to balance competing priorities and demands. Excellent IT skills and a desire to learn new systems, such as FFI's Microsoft SharePoint based intranet (ourFFI) and FFI's customised online finance and project management system are also essential.

In return, this role provides the opportunity to apply your existing legal knowledge and administrative experience and to learn about governance, legal and compliance structures within an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

Our offices are located in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	circa £25,000 per annum
Location:	Fauna & Flora International, Cambridge (Current policy offers partial remote working from within the UK)
Benefits:	25 working days' annual holiday entitlement pro rata plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment. Group Life insurance, currently set at a benefit of 4 x basic salary
Hours of Work:	This is a full-time position working 37.5 hours per week Monday to Friday inclusive. Part-time working hours (minimum 22.5 hours per week) may be considered.

Job Description

Job Title:	Legal Officer
Reports to:	Legal Adviser
Keyworking relationships:	Senior Legal Adviser Chief Operating Officer Governance & Risk Manager Programme Teams

Purpose:

- To support FFI to fulfill its legal and compliance obligations by providing effective legal support and assistance to the Legal Team

Main Duties:

Legal Review

- Advise programme teams of the templates available on FFI's intranet (ourFFI) for use by them when drafting legal agreements
- Ensure that legal agreements have been reviewed by relevant members of staff before being submitted to the Legal Team and that the proposed signatory is in accordance with FFI's Delegations of Authority
- Act as initial reviewer of sub-grant agreements, consultancy contracts, commercial participator agreements, non-disclosure agreements and memorandums of understanding, highlighting any deviation from FFI templates and checking the agreements for accuracy and consistency
- Support the Legal Adviser to liaise with programme teams, including to keep them updated with the progress of reviews and raise queries on behalf of the Legal Adviser
- Lead the drafting of grant agreements to transfer funds between FFI USA, Inc. and FFI based on an established template
- Undertake the initial review of legal documents as requested by the COO or your Legal Team colleagues

Data Protection

- Liaise with programme teams to support organisational compliance with Data Protection legislation and FFI's Data Protection Policy
- Lead the review of teams' Record of Processing Activity ensuring that these are submitted in a timely fashion and that an accurate and up-to-date record of FFI's data handling is maintained
- Ensure that you are up-to-date with changes to Data Protection legislation and inform the Data Protection Leads of those changes
- Lead the delivery of Data Protection training to staff and ensure that all new starters have completed FFI's e-learning module
- Maintain FFI's registration with the Information Commissioner's Office

Governance

- Support the Governance & Risk Manager with overseas registration processes including researching options for legal structures, liaising with in-country lawyers and preparing related documentation for inclusion in Council and Committee papers

Administration

- Manage the process of contracts, agreements and company documents being signed by the CEO/COO/Company Secretary and issuing those documents to programme teams
- Maintain intranet-based filing system of contracts, agreements and company documents signed by the CEO/COO/Company Secretary
- Update the ourFFI Legal site, ensuring organisational access to current information and documentation
- Support the Legal Adviser to ensure that FFI templates are regularly reviewed and any required changes made

Other

- Undertake any other tasks commensurate with the position that you may, from time to time, be requested to perform by your Legal Team colleagues or the COO

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Accuracy and meticulous attention to detail • Methodical and diligent approach to work • Excellent organisational and time management skills • Excellent interpersonal and communications skills • Skilled user of Microsoft Office suite • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Use of Microsoft SharePoint
Knowledge and experience	<ul style="list-style-type: none"> • A Bachelor's degree or equivalent level qualification in a relevant subject or equivalent experience • Understanding of legal terminology / prior experience with review of legal documents • Experience of ensuring organisational compliance with data protection principles • Relevant administrative experience, preferably in a charity, commercial or legal setting 	<ul style="list-style-type: none"> • Experience in a non-profit international organisation • Experience delivering training
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates FFI's values • Responsive, with customer service focus • Excellent team player • Ability to build positive personal and organisational relationships • Committed, enthusiastic and flexible approach to work • Ability to remain calm under pressure and manage competing demands • Self-motivated, with pro-active and pre-emptive approach to work • Ability to work autonomously with minimal supervision • Discretion and ability to handle confidential and sensitive information • Eager to learn new systems and acquire new knowledge/ skills 	<ul style="list-style-type: none"> • Interest in and empathy with FFI's mission and vision
Other	<ul style="list-style-type: none"> • Pre-existing right to work in the UK 	

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining how your experience and skills relate to the role and indicating whether you are interested in a full-time or part-time role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to laura.newman@fauna-flora.org

Please mark your application '**Legal Officer**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday, 15 May 2022**. Interviews are likely to take place during the week commencing 23 May 2022. Due to the restrictions in place relating to Covid-19, we anticipate that interviews will be held remotely. Candidates selected for interview will be contacted by email.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity