

ROLE PROFILE FOR LEGAL COUNSEL: CONTRACTS & COMPLIANCE

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Legal Office is the in-house provider of legal services to the national policy-making and governance institutions of the Church of England (the [National Church Institutions](#), "NCIs"), which are some of the largest charities in the UK (including statutory corporations and a Royal Charter corporation), the largest of which are the Archbishops' Council, a national policy and strategic decision-making body, the Church Commissioners, a substantial endowment fund with assets valued at £11.1bn (2024) which has positioned itself at the forefront of Responsible Investment and which supports the mission of the Church, and the Church of England Pensions Board which stewards a £3.4bn fund. The Legal Office also advises the General Synod, which is a legislative assembly which makes primary and secondary legislation subject to the approval of Parliament.

We are a small, inclusive team which will comprise 17 legally qualified staff, with three paralegals and two support staff. Our professional backgrounds are diverse, with members coming to us from private practice in law firms, the Bar, from government, and from regulators.

Our work is firmly values led and requires the provision of advice on diverse and intellectually stimulating points of law at the intersection of public and private law. The work is high quality, groundbreaking, engaging, and rewarding. We are a collegiate and supportive team, and we are proud of the work we do. We encourage flexible working and you will have some freedom in your working arrangements.

What you'll be doing

As a member of the Legal Office Advisory Team, you will be providing legal services to the National Institutions of the Church of England, focused on contracts and compliance.

You will be joining us at an exciting time for the organisation and the role will offer you the opportunity for genuine career growth and development in a supportive environment, including interaction with some of the most senior stakeholders in the organisation. You will be able to take a leading and meaningful role in existing and new projects.

You will also be a member of the Legal Office's advisory team, undertaking as appropriate a wider range of duties as a legal adviser within the National Church Institutions.

MAIN DUTIES AND RESPONSIBILITIES

- Working with senior counsel and other stakeholders in relation to drafting and reviewing contracts (including grant agreements), and supporting effective legal compliance and due diligence.
- Providing timely, legally sound and pragmatic subject matter expertise into national projects including contractual risk reviews, and drafting and amending terms, and negotiating terms with counterparties (both standard and bespoke).
- Supporting the development and roll out of training and knowledge management in connection with contracts and other areas of professional practice.

Other advisory and legislative work

- Provision of advice to the Church Commissioners, the Archbishops' Council, the Church of England Pensions Board, their boards, committees and staff on legal and procedural issues arising out of their work. Some of these activities are legislative or regulatory in nature.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- A barrister or solicitor with proven (ideally at least 3 years') experience of drafting, reviewing and advising on a broad range of supply and service contracts.
- A working knowledge of charity law and experience of drafting and advising on grant agreements in a charitable or public sector context
- Proven experience of drafting complex legal documentation
- Proven experience of effective training and coaching of colleagues to deliver organisational objectives

Skills & Abilities:

- A highly effective communicator and in particular:
 - able to present legal concepts and arguments orally and in writing clearly, confidently and concisely to lawyers and non-lawyers alike
 - able to draft documentation in clear and plain English
- Strong powers of legal analysis and proven experience of providing appropriate legal advice on complex and sensitive issues directly to colleagues and other key stakeholders, and the ability to quality assure own work
- Ability to build effective relationships with senior stakeholders
- Ability to absorb and manage detail
- Ability to interpret and apply the law in context, constructing clear, fair and workable legal procedures
- Ability to acquire an understanding of legal principles in new areas of legal practice quickly and proactively
- Sound IT skills

Qualifications & Training:

- A barrister or solicitor qualified to practise in England and Wales

Desirable

- A working knowledge of data protection law

- Knowledge of employment law and HR would be a definite plus
- Ability and willingness to work proactively and without unnecessary formality
- Advanced IT skills and an interest in AI capabilities would be a plus
- Proven record of building a reputation for trust and impartiality
- Preparedness to develop additional legal and personal skills

Vacancy Summary

JOB TITLE:	Legal Counsel – Contracts and Compliance
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Legal Office
GRADE:	Band 3 Market Rate Salary
SALARY:	c. £73,000
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Westminster SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	This role requires hybrid working with some regular weekly travel to London.
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	Click or tap here to enter text.
COST CODE:	50191
PARENT POSITION:	Deputy Official Solicitor to the Church Commissioners