

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 giving legal advice across a diverse and interesting range of subjects which bear on the operations of the Church Commissioners and other parts of the national Church of England.

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 colleagues and stakeholders to provide advice to the Church Commissioners, Archbishops' Council, and Church of England Pensions Board, their committees and departments on legal and procedural issues including constitutional and governance matters, legal powers, and statutory interpretation
- Working with colleagues to support the work of the Church of England's legislative and deliberative assembly, the General Synod, including the passage of legislation
- Supporting senior colleagues and stakeholders to support the work of a national board-level committee which adjudicates on proposals for the re-organisation of the Church of England and the future of its historic and unique buildings (similar in nature to a planning committee), including advising on legal questions, drafting statements of reasons, and appeals
- Supporting senior colleagues and stakeholders to support the Church Commissioners' co-regulation of cathedrals along with the Charity Commission
- Working with stakeholders and senior colleagues to support several national change management programmes including the establishment of a national redress scheme
- Supporting the development and roll out of training and knowledge management across the national Church of England

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

- Experience of practice (ideally at least 2 – 3 years) in at least one of:
 - charity law
 - administrative and public law including planning
 - matters usually under the supervision of the Chancery Division of the High Court for example real property, company or similar

with a willingness to develop an understanding of the others

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
- Ability to build effective relationships with senior stakeholders
- Strong powers of legal analysis and proven experience of providing appropriate legal advice on complex, sensitive and contentious issues directly to colleagues and other key stakeholders, and the ability to quality assure own work
- 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 good working knowledge of charity law would be a plus
- A working knowledge of data protection law
- Knowledge of employment law and HR would be a 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 – Advisory
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:	2-3 days per week in the office
SUITABLE FOR FULL HOMEOWORKING:	<input type="checkbox"/>
HOMEOWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED?	<input type="checkbox"/>
IF YES, WHICH LEVEL	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