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**Job Description: Solicitor Trustee**

We’re looking for someone with experience in supporting like-minded organisations and charities to effectively deliver on its mission to create positive social change.

We are the UK's only charity ski slope. We are a volunteer led, community run social enterprise organisation who use snow sports as a mechanism for positive health, well-being, and social change in our local community. Our profits are reinvested to support our community by providing access to personal development, employability and training opportunities.

We are looking for an individual with experience as a charity lawyer or a charity solicitor, whose responsibilities will encompass a wide range of legal matters that are specific to the charitable sector.

We value diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds.

Previous experience as a Trustee is not essential and we are committed to investing in training and support for candidates at the start of their trustee journey or have additional needs we can support to ensure they can contribute fully.

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the charity fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Join us and you’ll be part of a small charity with big objectives.

**Remuneration**: This is a voluntary, unremunerated role. All meetings are held via MS Teams. Reasonable travel expenses to any in-person meetings are covered.

**Term:** up to 2 years with an option to extend.

**Time commitment:** Attend board meetings and sub-committee meetings as necessary, virtually. On an ad hoc basis, to work with the Chair of Trustees, other Board members and the CEO, outside of the Trustee meetings, to ensure associated strategies links to our values.

**Reporting to:** Chair & Board of Trustees

**Required Background:** A background in charity law, covering the rules and regulations related to the set up and operation of charities and non-profit organisations. Charity lawyers must help charities meet their legal obligations and ensure that they comply with the various acts, regulations, and recommended practices. accounting/financial management at senior leadership level with an understanding of financial controls within a Charity.

**Role Summary**

You will work alongside the Chair, Chief Executive and others to:

* Meet our legal obligations and ensure that they comply with the various acts, regulations, and recommended practices. accounting/financial management at senior leadership level with an understanding of financial controls within the Charity.
* Advise on tax-related issues, including tax exemptions and deductions available to charities
* Draft, review, and negotiate contracts for various purposes, such as partnerships, fundraising agreements, mergers, and takeovers
* Support with employment contracts, workplace policies, and disputes within the organisation
* Navigate the complex landscape of fundraising regulations, ensuring that fundraising activities comply with legal standards
* Provide guidance on governance structures and practices, helping the Charity to adhere to legal and regulatory requirements
* Providing legal advice on Charity fundraising regulations and that grant applications are legally compliant.
* Liaise with professional advisers

**Person Specification**

* Qualified solicitor or barrister – presently practising or not practising – of a minimum of five years’ post-qualification experience
* Interest in social change and how the law can be used to deliver it.
* Excellent drafting and negotiation skills
* Solid awareness of GDPR provisions
* Experience and good technical expertise in contract law and IT agreements
* Experience and good technical expertise in and awareness of regulation effecting fundraising agreements would be beneficial
* An understanding of working in a small / medium organisation
* An understanding of / sensitivity to the particular situation of a registered charity
* A good understanding of risk management

**Main Responsibilities of a Solicitor Trustee in partnership with the CEO**

* Contribute to Board meetings and sub-groups where necessary and to make sure it is carried out in a legal, honest, and accountable ways.
* Ensuring that the charity operates within the legal framework.
* Monitoring regulatory changes that may impact on the charity and providing updates to trustees and management.
* Providing guidance on conflict of interest issues, disputes.
* Advising on the acquisition, leasing and disposal of charity property.
* Advising on any legal implications of holding, investing or managing charity funds and other assets.
* Advising on the appropriate legal structure of the charity.
* Drafting and reviewing governing documents such as the articles of association
* Ensuring compliance with Charity law and regulations, including guidance on trustee roles, duties and responsibilities.
* Monitoring and advising on the legal viability of the Charity
* Overseeing the implementation of and monitoring specific legal controls and adherence to systems
* Advising on any legal implications of the charity’s strategic plan

**Experience and Commitment:**

* Experience of providing legal advice at a senior level/currently practicing at a senior level.
* Competent use of IT skills.
* Proven ability to communicate and explain legal information to members of the Board and other stakeholders.
* Analytical and evaluation skills, demonstrating good judgement.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Good communication and leadership skills
* Strategic vision, sound and independent judgement.
* Ability to communicate persuasively and a willingness to speak their mind.
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
* Understanding and commitment to equality, diversity and inclusion with the ability to bring diverse perspectives to the Board.
* A proven track record of sound judgement and effective decision making.
* A history of impartiality, fairness and the ability to respect confidences.

**Knowledge, skills and understanding:**

* Commitment to the Charity and a willingness to devote the necessary time and effort.
* Willingness to be available to colleagues for advice and enquiries on an ad hoc basis.
* Good, independent judgement and strategic vision.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team.

**The statutory duties of a Trustee are:**

* To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
* To ensure that the organisation pursues its objectives as defined in its governing document.
* To ensure the organisation applies its resources exclusively in pursuance of its objectives - the Charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
* To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation.
* To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.