

Job Description

Job Title	In-House Solicitor
Purpose of the job	<p>The principal duties of this role are to provide the Board and management, either directly or in concert with the appointed legal advisors, with legal opinion on all matters in connection with the day to day management of the investment and operational properties of the Market.</p> <p>You will review, draft and support the negotiation of all property related leases, renewals, licences and other such agreements and contracts. You will advise the management team and Board on legal, contractual and commercial risks and their potential impact and suggested mitigating actions.</p>
Reports to	Director of Finance
Direct Reports	N/A
Key Internal External Relationships	<p>External</p> <ul style="list-style-type: none"> Leaseholders Legal advisors Local authorities Partners Consultants and contractors <p>Internal</p> <ul style="list-style-type: none"> Chair and members of the Board of Trustees Managing Director and members of the Senior Management Team members All staff.
Key Responsibilities	<p>In House Solicitor</p> <ul style="list-style-type: none"> Ensuring all decisions of the Trust are taken within the legal boundaries of the Borough Market’s charitable purpose Ensuring all governance documents, schemes and regulations are up to date and legally compliant Supporting the Market management in protecting the reputation of the Market Assisting in protecting the Market’s position in the context of the leases, licenses and tenancies at will into which it enters with traders and tenants Supporting the management team in contentious and non-contentious matters relating to property and estate management Playing an active role in the development of our property management system and maintaining up to date details for each tenants lease details Procuring and managing external legal support

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- Staying abreast of legal developments affecting the Market, and incorporating these into the Trust's practices
 - Representing the Trust's interests and liaising directly with stakeholders and negotiating teams
 - Drafting, reviewing and negotiating a broad range of property contracts for medium to complex transactions
 - Assessing contractual risks to the Market
 - Counseling, advising, and consulting trustees and the management team based on accurate interpretation of contract documents and the facts of a business opportunity, sometimes delivering unwelcome advice.
 - Developing internal guidelines, strategies, and packaged knowledge on various legal and business issues
 - Providing legal support to the implementation of new policies and programs within the Market's management.
 - Managing the budget for legal activity and reporting progress to the Head of Asset Management
 - Provide appropriate support for all teams

Key deliverables:

- Annual objectives and performance targets as agreed each year
 - Tenancies at will, leases and licenses fit for purpose and signed
 - Input to the Managing Director's bi-monthly Board Report as applicable
 - An annual plan and budget for the Market's legal function
 - Supporting the management team in matters relating to property and estate management
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**Person
Specification**

Qualifications	Qualification as a solicitor or barrister
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Previous experience/sector	3 years Post Qualification Experience
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Technical Skills/Knowledge	Excellent understanding of contentious and non-contentious property law
	Good understanding of charity law.
	Good understanding of at least one other of: employment, general commercial or IP law
	Good understanding of the issues facing the management of a charitable organisation

	<p>Sound knowledge of people management in a continuously changing environment.</p> <p>Good understanding of the principles of financial management and control.</p> <p>Sound understanding of political interface between a Charitable Trust and the role and needs of Trustees and other key stakeholders</p>
Commercial/Business skills	<p>Able to apply legal knowledge to complex problems, taking into account commercial constraints and the restrictions which may be placed on the Trust's options by its charitable status and core values.</p> <p>Able to understand complex legal, regulatory and policy issues and present them to groups of staff, customers and trustees in an accessible manner, both verbally and via written training notes and updates.</p> <p>Offer balanced advice and be able to assess the feasibility and risks of innovative approaches and solutions.</p> <p>Highly effective communication skills in writing and by presentation, with proven track record in writing quality reports and advice notes</p> <p>Ability to understand budgets and financial information.</p>
Managerial/Leadership Skills	<p>Good experience of managing consultants and liaising with and leading multi-disciplinary teams.</p>
Motivation	<p>Commitment to the Vision and Values of Borough Market and to supporting all staff and external customers</p>
Status of role	<p>Part Time Contract</p>
