|  |  |  |
| --- | --- | --- |
| **TITLE:** Paralegal (Legal Compliance) | | |
| **TEAM/PROGRAMME:** Legal | **LOCATION: London** | |
| **GRADE**: D1 – Junior level | **CONTRACT LENGTH/TYPE:** Permanent/Full time | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **PURPOSE OF ROLE AND SUMMARY OF RESPONSIBILITIES:**  We are recruiting a Paralegal to join our Legal Compliance Team, which forms part of the broader Legal Team in Save the Children International (SCI). . The role holder will be supporting a tight-knit team of five lawyers and one existing Paralegal, who lead the management of regulatory and other legal compliance matters in relation to SCI’s operations in over 50 countries worldwide.  The position will primarily involve: (1) working with the senior lawyers in the team on reporting of serious incidents to our key regulator, the Charity Commission, as well as compliance reporting to the Board, Board Committees, auditors and law enforcement authorities, where required; (2) working with the senior lawyers in updating and managing the register of material claims commenced by or against SCI; (3) assisting senior lawyers manage export controls, sanctions, terrorist financing and other aid diversion and compliance risks across the various SCI country offices; and (4) providing paralegal support on other compliance projects led by the Legal Compliance team, including developing and updating policies; see further key areas of accountability, below.  The role requires the candidate to regularly communicate with internal stakeholders across the organisation and undertake legal analysis.  This new vacancy offers an exciting opportunity for a motivated individual to work in the growing area of compliance in the context of a global charity, while honing critical skills in assessing reporting requirements, drafting, and working with a variety of stakeholders in a number of different country offices and across a number of functions such as safeguarding, fraud, safety & security, all of whom work with the joint mission to ensure that SCI continues to deliver aid to children around the world. | | |
| **SCOPE OF ROLE:**  **Reports to:** Legal Counsel  **Staff reporting to this post**: none  **Budget Responsibilities:** none | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * **Serious Incident Reporting (‘SIR’)**   The Charity Commission, the UK regulator of charities, requires charities to provide prompt, full and frank disclosure of serious incidents that arise in connection with their work. As a major UK charity with international operations in the parts of the world where children most need assistance, SCI regularly deals with incidents arising in its operations, and where appropriate, reports those identified as serious incidents to the Commission as well as its Board and Board Committees, SCI’s auditors and law enforcement authorities. In managing this important and fast-paced work, the role holder will:   * + Review reports in the organisation’s secure reporting platform and assess the seriousness of an incident against the Charity Commission’s reporting guidelines and SCI’s internal guidelines;   + Liaise with internal stakeholders in making the determination around reporting, as well as on details to be provided to the Commission in any reporting;   + Draft reports/disclosures to Board Committees, the Board and external stakeholders such as, but not limited to, the Charity Commission, the Met Police and/or the Crown Prosecution Service; and   + Provide updates to such bodies as required and/or upon the closure of the relevant incident. * **Updating and Managing the Register of Material Claims**   A key responsibility of the SCI Legal Compliance Team is updating and managing the register of material claims, being certain litigation, criminal and regulatory proceedings to which SCI may be a party.  The role holder will be required to liaise with stakeholders to update the register on a regular basis, including reviewing and understanding the entries in the register and liaising with the SCI’s Insurance and Finance teams and SCI’s auditors on insurance cover and provisions for the material claims.   * **Advising on Export controls, sanctions, terrorist financing and other aid diversion and compliance risks**   A key responsibility of the SCI Legal Compliance Team is to provide advice and support on managing SCI’s risks on export controls, sanctions, terrorist financing and other aid diversion and compliance matters.  As a paralegal in the team, the role holder will support senior lawyers in advising country offices on the export controls, sanctions and/or terrorist financing restrictions which apply and on applying those restrictions to the activities of the country offices.   * **Compliance Projects and Other Paralegal Support**   The SCI Legal Compliance Team provides advice and support on a diverse range of issues that affect our international operations. As a paralegal in the team, the role holder will, from time to time:   * + Support various Legal Compliance projects on areas of fraud, terrorism financing , bribery and corruption, anti-money laundering, sanctions, export controls , modern slavery, data protection and other applicable regulatory regimes;   + Update key legal and regulatory compliance policies, under supervision;   + Conduct ad-hoc paralegal tasks such as legal research, drafting, and filing; and   + Carry out any other paralegal duties either additional to or instead of those outlined above which may be reasonably required. | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS:**  Either a law degree or experience as a paralegal desirable but willing to consider candidates without either. | | |
| **EXPERIENCE AND SKILLS**:  **Essential**   * Sound legal judgment and an appreciation of the risk appetite and profile of a global charity * Good legal research and legal analysis skills * Ability to review and assimilate a large volume of information and draw out most relevant and important information * Understanding of the need for confidentiality when dealing with sensitive information and correspondence * Highly developed organisational skills with the ability to effectively prioritise and to work calmly and proactively when under pressure to achieve deadlines * Proven ability to liaise and communicate effectively with a broad range of people at all levels, across different cultures and to act with credibility, discretion, tact and diplomacy * Strong attention to detail * Strong written and oral communication skills, fluent in English * Highly competent in use of Microsoft Office including Word, Excel, PowerPoint and Outlook | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** Hannah Mitchenall | | **Date:** May 2024 |
| **JD agreed by:** Clare Canning | | **Date:** May 2024 |
| **Evaluated:** | | **Date:** |