

**Job Title: Legal Assistant****Line Management: Assistant Director (Legal)****Key Purpose**

To support the work of the Assistant Director (Legal) and Legal Adviser in the provision of high-quality legal advice to the organisation and diocesan colleagues.

**Key Responsibilities:**

## Provision of legal support

- To assist in the provision of high-quality legal advice to the organisation, diocesan colleagues and others on matters relating to Catholic education, employment and equalities law, as directed by the Assistant Director (Legal) and supported by the CES Legal Adviser.
- To provide support for a telephone help-line on legal/statutory queries from our diocesan colleagues, schools and religious orders/trustees.
- To prepare and update materials for the website.
- To produce legal guidance and advice on Education, Employment, Equalities and land law as directed by the Assistant Director (Legal) and Legal Adviser.

## Monitoring and research of legal developments

- To monitor and disseminate developments in education policy and draft legislation (UK, European and Canon Law), circulars and statutory instruments which could affect Catholic Schools or Colleges, or the Catholic position within lifelong learning.
- To monitor legal changes and produce summary documents to support the production of a monthly 'legal updates' newsletter for issue to dioceses.
- To produce research on legal topics as directed by the Assistant Director (Legal) and Legal Adviser.
- To conduct research on the application of Canon Law as directed by the Assistant Director (Legal) and Legal Adviser.

## Support to the legal team

- To prepare and edit correspondence, communications, presentations and other documents, file and retrieve documents and reference materials.
- To attend meetings and take notes for circulation.
- To be a point of contact for external stakeholders for the Assistant Director (Legal).
- To undertake other duties appropriate to the role as requested by the Assistant Director (Legal).

**Person Spec**

- Law degree or equivalent legal qualification.
- Demonstrable experience of working in a legal environment is desirable but is not a requirement.
- Sympathetic to the teachings of the Catholic Church and supportive of Church schools.
- Knowledge of employment law, education law, equality and land law are desirable but training will be given.
- Team player and good interpersonal skills.

- A preparedness to work with partners from other faiths, Trade Unions, Department for Education and local authorities.
- Demonstrate initiative.
- Able to work successfully to tight deadlines and to cope with unforeseen demands.
- A willingness to volunteer help and provide advice to other colleagues.
- Competent ICT user including proficiency in Microsoft Office programmes.

### **Benefits**

- Salary – circa £30,000 per annum dependent on experience.
- Working week - 35 hours excluding lunch breaks.
- 25 days annual leave plus bank holidays (increasing to 27.5 after a qualifying period).
- Additional days leave: from 24 December to 2 January inclusive and Holy Thursday.
- TOIL Policy.
- Matched (up to 6%) contributory pension scheme.
- Interest free season ticket loan after qualifying period.