

St John
Ambulance



Head of Legal
and Company
Secretary



Welcome

Dear Applicant,

St John is at an exciting juncture. The ubiquity of our brand, the second most trusted in the sector, and our status as the nation's Ambulance Auxiliary give us a wonderful platform to work from. We have a rich history with proud links to the Crown and sister organisations around the world. In addition, we have the largest cadre of clinically trained volunteers in the nation, hold a dynamic partnership with the NHS and have a reach into every county in England. Our strategy seeks to double the number of young people who we support and equip whilst also developing an intelligence base about what works to respond to community health crises.

Historically the significant surplus generated from our market leading Workplace Training business combined with a modest income from other commissioned services has been sufficient. In recent years the increasing costs of operating successfully in a widely dispersed and clinical environment requires an improved financial position. We have therefore begun to seek new areas of growth in Workplace Training and to reinvest in Fundraising with hopes for growth there too. The ambition for financial growth is driven by our desire to pursue our service offer in an increasing number of communities.

Reporting to the Finance & Corporate Services Director, the new Head of Legal will focus on partnering with the organisation's leaders to support their decision-making, and helping with the organisation's governance. You will also act as Company Secretary in support of our executive team and trustees, manage our information governance function and bring the best of data practices to St John. Managing any litigation involving St John and representing us in any coroner's inquests are also part of the role.

You will obviously need to be a seasoned and able lawyer but you also need to be an effective and proactive business partner with the breadth to add value in the many different facets of the role.

Find out more about us at www.sja.org.uk

If you believe you might have what we are looking for then we very much look forward to hearing from you.

Yours,

Martin Houghton-Brown
Chief Executive



Role description

Role title	Head of Legal and Company Secretary
Accountable to	Director of Finance and Corporate services

Key Responsibilities of the role

- Advise and challenge senior leaders, including the Chair and CEO, to help them run their organisations more effectively from a legal and compliance viewpoint.
- Provide expertise and leadership in charity governance, ensuring that the administration of the charity is compliant with Charity Law and the Order of St John Statutes as approved by The Crown.
- Be responsible for all major commercial and civil litigation and attend Court to represent St John or, where appropriate, instruct external counsel to do so on St John's behalf.
- Manage the legal department, providing assurance that all major commercial contracts, property contracts and transfers are legally sound.
- Represent the organisation when it is named as an Interested Party in Coroner's Inquests and take part in investigations into serious clinical incidents, in partnership with the Clinical Department as appropriate.
- Act as the Company Secretary and lead on all governance matters, including advising on our international activities and organisations.
- Lead the organisation's Information Governance function, as Data Protection Officer, ensuring compliance with the law and best practice, providing guidance and advice as required.
- Oversee St John's Legacy Administration function, including litigation in relation to Will & Trusts disputes and, in partnership with Fundraising, ensure that the charity's benefit from bequests is maximised.
- Be responsible for external reporting to statutory bodies including Companies House, the ICO and the Charity Commission and provide regular reports to the Board of Trustees in relation to major Incidents.
- Implement a performance management culture in line with the charities policies, including making sure that 1-1s, performance and development reviews and team meetings take place regularly and with recorded outcomes and actions.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.



Person specification

Part One

Experience

- Strong experience of leading and motivating high performing teams.
- Experience of leading a legal department, either in-house or in private practice, and of advising within and across complex and high-profile organisations.
- Extensive experience of litigation and handling major non-contentious commercial transactions.
- An outstanding track record of providing governance leadership and advice.
- Experience of formal reporting to regulators (eg CQC, HSE, ICO), underpinned by a sound appreciation of why these requirements are important for our organisation.
- Experience or knowledge of the requirement for Data Protection Officers.
- Coronial Law as either a Coroner/Deputy Coroner or as a legal representative.
- Experience, or knowledge, of the role of Company Secretary.
- Deep experience of advising on and across international affiliated associations.

Part Two

Skills, Knowledge and Abilities

- Outstanding senior management and leadership skills, with the ability to lead and motivate teams and the capacity to operate as an effective business partner.
- Personal demeanour that secures the trust and confidence of others immediately.
- Resourcefulness to develop solutions to complex legal or regulatory problems.
- Strength of mind to offer independent and possibly unwelcome advice.
- Highly effective verbal and written communication skills with the ability to negotiate, persuade and influence.
- Able to work effectively with colleagues, volunteers and partners at all levels.
- Able to build and maintain effective external professional networks.
- Able to manage and resolve conflicting priorities and stakeholder concerns and build and maintain effective networks both internally and externally.



Terms of appointment

Salary

This role attracts a salary of £90,000-£100,000. Starting salary will be dependent on experience.

Annual leave

For employees working five days per week, the annual leave entitlement is 25 days plus eight bank holidays. After three years' service it rises to 27 days and after five years it rises to 30 days.

You can carry up to five days' leave into the following year and you can also buy or sell up to one week of annual leave.

Private healthcare

The organisation will pay for private health cover (currently with BUPA) for senior managers. The employees may also buy cover for their immediate families.

Pension

A minimum contribution level from the employee of 4% of monthly pensionable earning and employer will contribute an additional 4%. There is an option to increase your contributions to 5%, in which case the employer will contribute 5%.

Wellbeing

A range of benefits including: employee assistance programme, wellbeing zone, gym discounts, cycle to work scheme, shopping, travel and cinema vouchers, financial education and assistance.



How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Juliet.Taylor@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/head-of-legal-company-secretary/> and click on the apply now button, with the following prepared:

- your CV (no more than three sides)
- a short supporting statement (maximum two sides) that sets out why you are interested in joining our organisation, and in this role
- we would be grateful if you would also tell us your current salary details and any dates when you are not available to attend interview.

Closing date Monday 16th March 2020

Agreement of the longlist Thursday 19th March 2020

Preliminary interviews (in London) w/c 23rd March 2020

Agreement of the final shortlist w/c 30th March 2020

References taken up for shortlisted candidates and a chance to meet key stakeholders / visit the offices Following agreement of the shortlist

Final interviews Mid-April 2020



