



Job Description

LEGAL ASSISTANT AND PROJECTS MANAGEMENT

Reports to:	CEO
Internal points of contact:	Board of Trustees, Chairman, Treasurer, Finance Director, Heads of Department and other members of staff
External points of contact:	Governance and Compliance Bodies and Solicitors
Based in:	JNF London Office
Salary:	Up to £60,000 per annum depending on experience
Benefits:	20 days holiday plus 8 statutory bank holidays plus Jewish festivals when they fall during normal working days and the office is closed

MAIN PURPOSES OF THE ROLE

- To lead on all legal and compliance issues affecting the JNF Group, both internal and external
- To provide regulatory and governance support to the JNF Group
- To provide project management support to the CEO

KEY AREAS OF RESPONSIBILITY:

- Undertaking all legal matters, including:
 - Donor and grant documentation, including standard terms and conditions
 - Property related matters (both in the UK and Israel)
 - Copyright and intellectual property matters

- Undertaking all regulatory matters, including
 - Company House updates and reporting
 - Donor and other complaints and appeals
 - Charity Commission and Fundraising Regulator communications and updates
 - Investigations by the Charity Commission or Fundraising Regulator, if required
- Advising the CEO and senior management on all legislative and regulatory requirements for the Group
- Undertaking ad hoc and projects for the Group as requested by the CEO. These will include, but are not limited to, aspects of governance, marketing, finance, fundraising, education, HR, IT (including database work) and including SmartGiving, KKL E&T and JNF UK Israel
- Oversight on part of the Group's day to day operations as requested by CEO
- Working with external advisers, as requested
- Contribute to the strategic direction of the Group

Notes:

1. This Job Description only indicates the main duties and responsibilities of the post and is not intended as an exhaustive list.
2. JNF reserves the right to amend this Job Description from time to time according to business needs.
3. Any changes will be confirmed in writing.

Person Specification

- Fully qualified solicitor/lawyer with at least two years post qualification experience
- Excellent communication skills both written and verbal, and excellent interpersonal skills
- Exceptional organisational and time management skills
- Ability to manage multiple workstreams and prioritise an everchanging workload
- Highly motivated self-starter, proactive and conscientious with ability to work under pressure, consistently meeting tight deadlines and able to offer practical solutions
- Strong attention to detail
- Team player who can also work independently
- Experience of working with Directors/Trustees/Lay Leaders