

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Legal Office provides advice to the national policy-making and governance institutions of the Church of England, including a legislative assembly.

Those institutions comprise a number of large national charitable bodies including the Church Commissioners and the Archbishops' Council, a national policy and strategic decision-making body.

We are a small, inclusive team comprising barristers and solicitors, working with paralegal and administrative support. Our existing team's professional backgrounds are diverse, with members coming to us from private practice in law firms, at the Bar and from regulators.

Our work requires the provision of advice on diverse and intellectually stimulating points of law at the intersection of public and private law. The work is high quality, intellectually stimulating, and rewarding. We are a collegiate and supportive team, and we are proud of the work we do.

What you'll be doing

As Legal Counsel you will be supporting the work of the Legal Office and in particular the work of the Designated Officer for clergy discipline. You will be part of an extraordinary community of organisations seeking to make a difference across a diverse society by supporting the mission and ministers of the Church at a national and international level.

This role will appeal to you if you are motivated by work at the intersection of public and private law and regulatory/disciplinary law, and the resolution of challenges which are often complex, novel, and politically sensitive. Our work is high quality, intellectually stimulating and rewarding and as a collegiate and supportive team, we are proud of the work we do.

You will be joining the Legal Office at an exciting time for the organisation and the role will offer you the opportunity for genuine career growth and development in a supportive environment, including interaction with some of the most senior stakeholders in the organisation. You will also be able to take a meaningful role in existing and new projects.

We would like to hear from you if you are a self-starter who enjoys building relationships and thrives in a team environment, and you have at least 2-3 years of experience post qualification, and the skills and knowledge required to excel in this role.

We take a flexible approach to work, with many colleagues opting for a hybrid approach to their working week with a mixture of home and office-based working. Further details will be discussed at interview.

We offer a supportive environment with opportunities for continuous learning, generous annual leave for work life balance, season ticket loans and a range of benefits including discounted entry to attractions and what we consider to be a market leading package when it comes to our pensions scheme.

MAIN DUTIES AND RESPONSIBILITIES

- Provision of advice to the Archbishops' Council, Church Commissioners, the Church of England Pensions Board, their boards, committees and staff on legal and procedural issues arising out of their work. Some of these activities are legislative or regulatory in nature.
- Supporting the Designated Officer in relation to clergy discipline, including investigating cases of misconduct, interviewing witnesses, case preparation and court advocacy.
- Liaison with external law firms regarding litigation strategy and the resolution of disputes.
- Contributing to the development of national policies and codes of practice.
- When the General Synod is in session, acting as one of the team of registrars providing legal and procedural advice to the panel of chairs of the General Synod and taking responsibility for relevant parts of the legislative programme.
- Representing the Legal Office in committees and at meetings as required.
- Undertaking special assignments or project work as required.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of

your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Education:

- Qualified solicitor or barrister with at least 2-3 years of post-qualification experience.
- Minimum 2:1 in first degree (any subject). We will consider applicants who do not have a 2:1 degree if you can show satisfactory evidence of equivalent high-level academic and/or professional achievement (for example in GLD, LPC, or BPC results)

Skills/Aptitudes:

- Experience of practice in criminal or regulatory law (you may need to undertake some court advocacy in this role), plus at least one of:
 - ecclesiastical law
 - administrative and public law.
 - charity lawwith a willingness to develop an understanding of the others.
- Excellent written and oral communication, including a proven ability to explain difficult legal issues to non-lawyers
- Excellent computer literacy and word processing skills
- Good grasp of legal research methodology, including in unfamiliar areas of law
- Ability to work individually without supervision, and as part of a team
- Willingness to work pro-actively and take the initiative in developing and improving complex processes without unnecessary formality
- Strong organisational skills including the ability to organise, prioritise and handle a number of competing tasks in order to meet hard deadlines

Personal Attributes and values:

- Self-starter – you will be able to work under your own initiative and exercise sound judgment
- Relationship builder – you will have excellent interpersonal skills and the ability to build relationships at all levels with people from a wide range of backgrounds and perspectives
- Flexible – you will be willing and eager to develop an understanding of new areas of law
- Inquisitive – you will have a real interest in work within a complex organisation
- Innovative – you will take a creative and strategic approach to problem solving
- Resilient - you will be able to work under pressure, meet deadlines, and work flexibly to meet changing demands
- You will have an understanding of and empathy with the structure and culture of the Church of England and be able to work sympathetically in a church context

Desirable

Knowledge/Experience:

- An interest in, or willingness to develop an interest in, legal project management and legal technology.
- Some professional experience in dispute resolution or professional investigations.
- A working understanding of one or more of the following areas of non-contentious practice: employment, data protection/regulatory, and/or corporate/governance
- Experience working with clients in the public, government services, or third sector would be a plus

Vacancy Summary

JOB TITLE:	Legal Counsel
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Legal Office
GRADE:	Band 3 Market Rate Salary
SALARY:	£73,000
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Yes
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8100254
COST CODE:	50191
PARENT POSITION:	Deputy Head of the Legal Office (Archbishops' Council)