



The
Wildlife
Trusts

CONTRACT LEGAL SPECIALIST

RECRUITMENT PACK

Salary: up to £50k (or pro-rata for 0.8 FTE).

Location: This role is predominantly home-based with regular travel to locations across the UK. Office facilities are available at our Newark office (Tuesdays to Thursdays) for those within easy travelling distance.

Benefits: Private medical insurance, staff Electric vehicle scheme, cycle to work scheme, generous pension and annual leave entitlement.

**Hours: 35 hours per week Mondays to Fridays (0.8 FTE could be considered).
Permanent contract.**



Royal Society of Wildlife Trusts
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About Us

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 945,000 members, over 33,000 volunteers, 4,100 staff and 600 trustees. There are 46 individual Wildlife Trusts, each of which is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts, a registered charity in its own right [founded in 1912](#) and one of the founding members of IUCN – the International Union for the Conservation of Nature. Taken together this federation of 47 charities is known as The Wildlife Trusts.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.

About You

If you are an experienced and self-motivated contracts lawyer ready to apply your commercial and legal expertise with real purpose, we'd love to hear from you. This is a great opportunity to help safeguard the work and future impact of one of the UK's best-loved conservation charities.

In this newly created role of contracts legal specialist, you'll lead on all contractual legal matters across The Wildlife Trusts Federation, acting as the first point of contact, providing high quality legal advice for contract-related queries. Reporting to our Legal Director, you'll build successful working relationships across the organisation supporting colleagues to identify, manage and mitigate legal risk while enabling the Charity's work to thrive. You'll play a key role in promoting legal compliance, contributing to the development of policies and guidance, and staying up to date with legislative changes and relevant case law. While your focus will be on contract law, you'll also bring a broad awareness of related areas such as charity and employment law.

Using your legal expertise and excellent communication skills, you will design, organise and deliver training to colleagues, embedding best practice, building capacity and confidence, improving consistency and ensuring value for money on contracting activities. You'll be organised, adaptable and comfortable juggling multiple priorities in an ever-changing environment.

As a pragmatic and commercially astute professional, you'll balance risk awareness with opportunity, using your initiative to take on new challenges and quickly develop knowledge in unfamiliar areas to support the wider work of the legal team.

While there is currently no line management responsibility, our ambition is to grow the legal function over time – creating future opportunities to gain line management experience and play a part in shaping the team.



The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. We are passionate in promoting our aims, and we pride ourselves on being inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and, as a Disability Confident employer, we are committed to fostering an inclusive, equitable, and welcoming recruitment experience for all applicants. Applicants with disabilities and from ethnic minority backgrounds, will be considered for the next stage of the selection process should they meet all the minimum criteria for the role outlined in the person specification detailed as essential criteria in the recruitment pack.

As part of our Disability Confident Scheme, RSWT offers an interview to a fair and proportionate number of applicants with disabilities and therefore not all applicants with disabilities would be entitled to an interview as they must still satisfy the minimum requirements for the job. This commitment is designed to help reduce barriers and promote equal opportunity. We actively work to remove barriers throughout the recruitment journey and are dedicated to creating an accessible and supportive recruitment experience by offering reasonable adjustments at every stage of the recruitment process, as well as within the workplace. If you would benefit from any adjustments to support you during your application or interview process, please let us know and we will be pleased to put the appropriate support in place.

At RSWT, we are committed to creating a safe environment where discrimination, bullying, and harassment are not tolerated. We expect everyone to uphold, respect, and support our zero-tolerance policy. Please be aware we may not accept applications if we have reason to believe they have been wholly produced using generative AI tools.



Job Description – Overall Purpose of the job

- Act as the organisation's **specialist advisor on contract law**, delivering pragmatic, high-quality legal support across all stages of contracting.
- Enable colleagues across RSWT and the wider federation to **identify, manage, and reduce contractual risk** through guidance and training.
- Contribute legal expertise in related areas where required, such as charity law, intellectual property, confidentiality, and defamation.

Job Description – Main responsibilities

Deliver Contract Law Advice and Risk Management

- Lead on all legal aspects of contracts, from drafting and negotiation through to variation, termination, and dispute.
- Identify, manage, and mitigate legal and commercial risk, ensuring contracts deliver intended objectives.
- Ensure all agreements comply with relevant legislation, Charity Commission guidance, internal governance requirements, GDPR, and best practice.
- Provide clear, proportionate, and solutions-focused advice to colleagues at all levels.

Training and Capability Building

- Design and deliver engaging training and awareness sessions to upskill colleagues in contract law and best practice.
- Enable teams to confidently manage contracts and recognise risk early.
- Work with individual Trusts and the Learning & Development Manager to identify training needs and opportunities across the federation.

Wider Legal Support and Collaboration

- Provide advice in additional legal areas where required, including charity law, intellectual property, confidentiality, and defamation.
- Support the Legal Services team by contributing to key priorities and projects.
- Maintain clear oversight of workload, providing visibility to the Director of Legal Services and escalating matters requiring sign-off where appropriate.



Job Description – Other responsibilities

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

Person Specification

APP = Application Form

A = Assessment

I = Interview question

Essential

- Key Competencies:

- **Leadership and decision making:** demonstrates clear, confident, and values-led decision making, making effective decisions in contract / negotiation environment. Uses evidence and sound judgement to assess risk and impact, taking timely and proportionate decisions that build trust, collaboration, and shared ownership of outcomes. Self-starter, demonstrates autonomous working practices whilst recognising when to escalate matters. **App, I**
- **Working collaboratively and providing support:** builds successful working relationships enabling a supportive environment for co-creation. **App, I**
- **Communication and influencing:** communicates clearly and confidently orally and in writing, adapting style for diverse audience, expressing self succinctly. Builds effective relationships with legal director, colleagues in key roles and colleagues across the Wildlife Trusts federation, using tact, diplomacy and emotional intelligence. **A**
- **Analysis and interpretation:** interprets large volumes of information quickly and accurately to give accurate, pragmatic and commercially grounded advice. Interprets statute and case law confidently and at pace (where necessary). **App**
- **Innovation / Commercial acumen / Strategy / Creativity:** a pragmatic and commercially astute thinker who is alert to commercial risks and opportunities; finds creative ways around current challenges, identifies new angles and ways of working. **App, A**
- **Planning and implementing:** Plans and organises time effectively, and manages multiple priorities effectively. Supports and promotes the development of standard templates and clauses. **I**

- Experience:

- **Relevant sector experience:** proven experience of advising on all main aspects of contracting in third sector / commercial / public sector context, as well as drafting and negotiation. **App**



Person Specification

Essential

- **Relevant professional experience:** proven relevant legal experience including advising on groundbreaking and high value transactions; including eligibility to practice in England and Wales with up to date practising certificate. **App**
- **Relevant role experience:** demonstrates a proven track record of balancing a large & varied case load; working with limited supervision; willing to tackle issues outside core area of competence; but knowing their limits & when to ask for help; staying up to date with developments in the law and sharing their knowledge with colleagues. **I**
- Technical Knowledge and Skills:
 - **Technical knowledge:** in-depth understanding of the law of contract as well as broad familiarity with related areas (eg: IP, confidence, defamation, employment & charity law). Excellent analytical skills. **App**
 - **Professional practice:** keeps knowledge up to date and demonstrates an awareness of recent developments in case law and wider market approaches to key aspects of contract; proactively shares knowledge where helpful. **App**
 - **Policy and legislation:** Has a sound understanding of relevant law and experience of developing and delivering training, guidance and precedents. **A**
 - **Project management:** plans, organises, and delivers work to high standards; monitors progress against deadlines and budgets; monitors status; communicates and adapts plans to ensure successful delivery; ensures transparency as necessary for line management. **I**

Desirable

- Key competencies:
 - **Adaptability & resilience:** responds to and, where appropriate, leads change. Works flexibly, handles unexpected situations, new challenges and innovative projects well. Responds positively to changes of tack and remains solution focused.
- Technical knowledge and skills :
 - **Digital skills:** proficient use of relevant digital law systems and tools required for the role eg: Westlaw, PLC and CoCounsel.



Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme
- Cycle to Work Scheme

Closing date for applications: 14th June 2026
First interview: : 30th June / 1st July (Online Interview)
Second interview: 6th July (Online Interview)