



Recruitment pack



Loyalty & Trust
Professionalism
Dignity & Respect
Ownership & Accountability

www.ciarb.org



CI Arb is a registered Charity in
England and Wales, No: 803725

Job description

Job Title: General Counsel

Date: April 2022

Reporting to: Director General with a dotted line to Chair of Board of Trustees on governance issues

Location: London – hybrid

Overview

CIArb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 17,500 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CIArb works in the public interest through an international network of over 40 Branches.

Job Purpose

The post holder will provide effective leadership and management of several important CIArb Activities in addition to the provision of legal advice to all elements of CIArb. The Postholder will be responsible for the Corporate Governance procedures of CIArb, ensuring each department has properly documented control procedures in place and that these are updated appropriately and for guiding and supporting the members of CIArb's Board of Trustees and Standing Committees.

The postholder will be responsible for identifying legislation that impacts on CIArb and ensuring compliance with it and for providing legal advice on all aspects of CIArb's business including but not limited to commercial contracting, regulatory compliance including with the Charity Commission, data protection, intellectual property, property matters, employment issues, and disputes.

The role will be based in London and requires the management Dispute Appointments Service and Governance Manager. The role may involve travel.

Responsibilities

Constitution and Corporate Governance

1. Advising Boards, Standing Committees, and the Executive, on compliance with the CIArb constitutional and all regulatory requirements; amending from time to time the constitutional documents including the Charter, Bye-laws and Regulations in line with best practice including ensuring approval.
2. Advising on and vetting Branch constitutions. Providing oversight and advice to Branches on corporate governance.
3. Advice on the conduct of AGMs and other formal meetings on CIArb.

4. Briefing Board and CI Arb Committee members on their roles, responsibilities and obligations.
5. Ensuring the Executive and members of Boards and Committees are aware of new laws or other regulatory changes as required for CI Arb to retain its charitable status and to comply with best practice charity guidance.
6. Ensuring that CI Arb is fully compliant with all relevant regulation and has the appropriate policies in place to affect best practice compliance.
7. Liaising with Branch Committees regarding the preparation of and adherence to Branch Development Plans and the Branch Model Rules.

Legal advice

8. Provision of legal advice as required and instructing external counsel where appropriate.
9. Ensuring compliance with all data protection and privacy issues.
10. Preparing commercial contracts and providing advice to CI Arb's executive on legal issues arising from such contracts.
11. Advising on procurement processes – thereby ensuring best practice.
12. Monitoring and ensuring the protection of CI Arb's intellectual property.
13. Managing legal and regulatory risk, including through mitigating via insurance.

Professional Conduct Committee

14. Provision of advice to the PCC on the handling of complaints;
15. Overseeing the work of the Secretary to the PCC in handling complaints;
16. Administrative running of cases brought to a Disciplinary Tribunal;
17. Supporting Peer Review Panels on referral of cases from the PCC

People

18. Ensure that all HR policies and procedures are current and reflect the law and best practice.

Dispute Appointments Service

19. Oversee the running of the Dispute Appointments Service;
20. Provide legal advice on the administration of existing schemes and the development of new schemes.

Person Specification:



- An ability to command respect and have credibility with senior stakeholders
- Ability to advise on Boardroom legal issues
- Mental agility and a broad knowledge of the law, -an eye for detail whilst being able to envision structures and 'the big picture'
- Able to give a crisp intellectual articulation of the issues – to be 'lawyer to the lawyers' and demonstrate the judgment, experience and insight which would command respect from the CI Arb membership.
- Prepared to provide answers, advice and recommendations rather than simply presenting a learned discussion of the options.
- The ability to present information in a clear, concise and logical manner and to achieve effective communication across international boundaries, mindful of different cultural norms.
- Professional, calm manner, robust
- Highly resilient
- A self-starter who can work effectively with minimal supervision
- Good attention to detail
- Able to work independently and as part of a team
- Ability to run an effective team and forge effective relationships with senior colleagues
- Good sense of perspective and humor

This list is not exhaustive, and any other reasonable tasks/duties directed by the Director General will form part of this job description.

Summary terms and conditions

- Contract:** Permanent, Flexible (3-4 days considered)
- Salary:** £90,000 per annum (pro-rata)
- Annual leave:** 25 days holidays per annum plus UK bank holidays
- Pension:** Generous Pension Scheme (from day one of joining CIArb)
- Healthcare:** Company scheme subject to terms and conditions.
- Life assurance:** Company life assurance scheme (4 x basic annual salary).
- Other Benefits:**
- Season ticket loan
 - Cycle to work scheme
 - Perkbox (employee money saving platform)
 - Gym/Fitness Scheme
 - Flexible working hours – core hours
 - EAP (Employee Assistance Program)
 - Learning & Development opportunities
 - Enhanced Family policies
 - Wellness and Social incentives e.g. Christmas party, summer party, International day, Charity events, Financial wellbeing seminars
 - Training and Development opportunities
 - Enhanced Family policies
- Location:** CIArb Head Office, 12 Bloomsbury Square, London, WC1A 2LP
- Notes:** **We are keen to encourage applicants from all identities and walks of life.**
- Apply:** To apply for this job opportunity, please click on [APPLY HERE](#)
- Closing date:** **26 April 2022**