

ciarb.

INVESTORS IN PEOPLE™  
We invest in people Standard

# Recruitment pack



Ciarb is a charity incorporated by  
Royal Charter under number 803725

[www.ciarb.org](http://www.ciarb.org)



Job Title: Senior Lawyer

Reporting to: General Counsel and Director of Legal Services

Location: London (Hybrid – 1 day per week mandatory)

## About Us

Ciarb is an independent, charitable membership organisation committed to supporting the effective resolution of disputes, often referred to as private or alternative dispute resolution (ADR). Ciarb champions all aspects of dispute resolution across arbitration, mediation, and adjudication, setting robust ethical standards. Ciarb delivers global learning and networking opportunities, qualifications, mentorship, research and resources, events, and best practice guidance for its members and dispute resolution practitioners. Today, Ciarb has 43 branches connecting over 18,500 members across 150 jurisdictions worldwide.

We employ around 65 staff, with the majority based in the UK. As an employer we are committed to encouraging an open and diverse workplace; from day one, our employees can request flexible working and hybrid working is available for most roles. We actively support our employees' wellbeing through a range of benefits and flexible practices, including wellbeing days through our 'My free time' scheme. We invest in our people and offer a range of personal learning and development opportunities.

Our culture is based on trust and respect. We have a clear sense of purpose and direction and know we are strongest when we work together to deliver the best outcomes for members and Ciarb, and take pride in the impact and quality of our work. We recognise and value each other's contributions and celebrate our successes.



**We are  
Accountable**



**We are  
Inclusive**



**We are  
Innovative**



**We are  
Impactful**



**We are  
Collaborative**

## Job Overview

The Senior Lawyer will play a pivotal role in providing legal guidance and advice to Ciarb and the General Counsel. This role is responsible for ensuring legal compliance, managing complex legal matters, and providing expert advice on various legal issues related to our charity's operations.

## Key Responsibilities

- Provide expert legal support and advice to Ciarb on matters related to charity law, commercial law (including contracts, data protection and intellectual property), governance, and other legal issues affecting Ciarb.
- Review and draft legal documents, contracts, policies, and agreements to ensure compliance with applicable laws and regulations.
- Manage legal risks and help to ensure that Ciarb and its branches' are compliant with all relevant laws, regulations, and best practices.
- Monitor changes in the legal landscape that may impact Ciarb and its branches and make recommendations accordingly.
- Support the General Counsel, Head of Governance, Board of Trustees, directors, and senior management on legal matters related to Ciarb's governance and decision-making processes.
- Support the maintenance of accurate legal records and corporate governance documents.
- Support the General Counsel in managing legal disputes, investigations, and litigation involving Ciarb and its branch network.
- Collaborate with external counsel when necessary.
- Conduct training sessions for staff, branches and board members on legal matters relevant to Ciarb.

## Requirements

- A qualified solicitor or barrister with a valid practicing certificate in England and Wales.
- A minimum of 10 years of post-qualification experience.
- Proven experience of working in-house (ideally at a charity or membership organisation).
- Proven experience in managing legal matters and risk.
- Excellent attention to detail and drafting skills.
- Ability to work under pressure, to tight deadlines and to work both autonomously and as part of a team.

## Summary Terms and Conditions

**Contract:** Permanent – Full Time

**Salary:** £70,000 per annum

**Annual leave:** 25 days per annum plus UK bank holidays pro rata for part time

**Sick pay:** Enhanced company scheme subject to terms and conditions

**Life assurance:** Company life assurance scheme (4 x annual salary)

**Pension:** Generous Pension Scheme (from day 1 of joining)

Employee Contribution	Employer Contribution
2% (minimum)	8%
3%	9%
4%	10%
5% or more	11%

- Benefits:**
- Additional annual leave after 3 years' service - 1 extra day per year, maximum 7 days
  - Paid time off between Christmas and New Year
  - My Free Time: we offer up to 12 additional wellbeing days a year
  - Employee Assistance Programme (EAP)
  - Private Healthcare: Vitality Health
  - Cycle-to-work scheme
  - Season Ticket Loan
  - Perkbox subscription (money-saving platform)
  - Gym & Fitness Savings Scheme
  - Financial Wellbeing E-Portal (access to multiple webinars and courses on managing your personal finances)
  - Social events
  - Learning & Development opportunities
  - Employee Led Forums

**Location:** Ciarb Head Office: [12 Bloomsbury Square, London, WC1A 2LP](#)

**How to apply:** To apply for this role, please use our [online application form](#) and submit your CV.

If you have any problems submitting the application online, please contact us at [Careers@Ciarb.org](mailto:Careers@Ciarb.org)

**Closing date:** Wednesday 15<sup>th</sup> November 2023 @ 23:59 (11:59 pm)

## Working hours and flexible working

Our full-time employees are contracted to work 35 hours per week. We offer a range of flexible working patterns where possible to assist with a work/life balance and welcome applications from people wishing to work on a part-time or job share basis. We also operate a flextime scheme that allows you to alter your start and finish times and take hours back that you have accrued. We are happy to discuss flexible working from day one.



## Equality and diversity

Ciarb welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

We are committed to the employment and career development of disabled people. We encourage all applicants to complete our Equal Opportunities Monitoring form provided with all application packs, to support us in delivering upon our equality programme.

## Disability Confident Committed Employer

As a Disability Confident Committed Employer, we have committed to ensuring that our recruitment process is inclusive and accessible. We will offer an interview to disabled people who meet the minimum criteria for the job and support any reasonable adjustments required. We also support existing staff who may have a disability or long-term health condition to enable them to stay in work.



If you tell us that you have a disability, we can make reasonable adjustments at interview and, if you join us, to where you work and to your work arrangements. We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme (GIS). To be invited to interview or assessment under this scheme, you must show in your supporting statements that you meet the minimum criteria for the role. The minimum is 60% of the shortlisting score across all essential criteria, except when it has been exceptionally agreed that this percentage score be lowered.

If you wish to apply under the GIS, please contact us. If you do not wish to apply under the GIS but do require us to make reasonable adjustments at interview, then please let us know what those adjustments will be. A request under the Guaranteed Interview Scheme does not guarantee you a job. At interview, the best candidate will be offered the post.

## Protecting your information

We are responsible for deciding how we hold and use personal information about you. We comply with data protection law and principles and a copy of the privacy notice for job applicants can be found [here](#).