

Post	Head of Legal
Responsible to	Finance and Corporate Services (FACS) Director
Group	FACS
Proposed grade	G
Contract	Fixed Term Contract: 2 years
Hours	Part-Time 17.5-21 hours per week

The organisation you'll be joining

Welcome to Church Mission Society, where we are passionate about God's mission and eager to see more and more people become followers of Jesus. For 225 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed across the globe. Often in ways we could not have anticipated.

Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, today CMS supports hundreds of people and partners in mission working together across Africa, Asia, Latin America, Europe and the Middle East. We also train UK Christians for creative, ground-breaking mission in Britain.

From empowering marginalised people to reach their God-given potential to standing in solidarity with people whose faith makes them outsiders in their culture to pioneering mission among people who might have given up on God, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

In the last few years, we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. Those joining the CMS global mission community today will find a diverse group of people that have been reinvigorated with a fresh vision to join together to make disciples of Jesus among people at the edges, both in the UK and around the world.

Jesus spent much of his time with people at the edges, and that's where we want to be too.

Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.



Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

Our vision

To see our world made new by the love of God as we follow Jesus to the edges.

Our purpose

We exist to make disciples of Jesus at the edges.

Our core values

Pioneering. Relational. Faithful. Evangelistic.

Your role

As Head of Legal, you will provide legal expertise and support across the organisation, ensuring compliance with UK charity law and regulatory requirements. You will work closely with trustees, senior leadership, and operational teams to mitigate risk and enable the charity to achieve its objectives efficiently and legally.

In particular, you will scope, prioritise and lead/ execute a project focusing on international land issues. The project focus is on land that CMS historically owned and gifted to dioceses decades ago whilst retaining the legal title e.g., to prevent the land being stolen from the church or due to tax liabilities that would be incurred by the local church. The aim of the project is to identify the extent of the remaining land holdings where CMS retains the legal title, evaluate the current risks and work with external legal advisors to recommend the way forward.

Why does this matter? Land and property are deeply bound up with identity and present missional opportunities in many of these parts of the world – we want to be sure we are being good custodians of this and want to ensure and enable land to be used in the best interests of the gospel and the mission of the church.

Your relationships

The role reports to the Director of Finance & Corporate Services, and will be assisting the Director in reporting to the Church Mission Trust Association (CMTA) working group, which is comprised of both CMS directors and CMS trustees.

The role will work collaboratively both internally and externally.



Within CMS the role will work with the Finance Team, International Mission Team and the Archivist.

Externally, the role will work with CMS' legal advisors and with international partners.

Your responsibilities

In house legal work:

- Provide legal advice to the Senior Leadership Team and Trustees on charity law, corporate governance, contracts, and regulatory compliance.
- Ensure compliance with the Charity Commission, Companies House, and other regulatory bodies.
- Support trustees and senior management with governance and policy development.
- Assist in managing legal risks related to fundraising, grants, and partnerships.
- Draft, review, and negotiate contracts, leases, funding agreements, and service-level agreements.
- Deliver legal training and awareness sessions to staff and stakeholders.
- Liaise with external legal counsel when required.

International land issues project:

1. Investigate and record the development and status of Power of Attorney (PoA) arrangements currently in place.
2. Work with the Director of FACS to redesign the process for issuing POAs, clarify and document the necessary steps.
3. Investigate the extent to which CMS is exposed to land legal issues internationally not covered by POAs.
4. Recommend the way forward to minimise CMS' risk exposure

CMS Legal structures

- Investigate and record how our current legal entities in their current form came to be, highlighting the intended continuing relationship between those entities.
- Work with external legal advisors to review the legal corporate structure and propose improvements to the senior leadership team and the trustees.

Other

- Ensure the safety and security, and respect the rights, of all staff, partners and supporters:
- Understand and follow CMS safeguarding policies.
- Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in



compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).

- Carry out any additional duties commensurate with the role as required by your line manager.

Values and behaviours

All CMS line managerial roles are expected to manage and lead in accord with CMS's values and behaviours. In doing this, a CMS manager should display managerial competencies and approaches which support these values and behaviours as well as the building of a culture which sustains the success of the new CMS organisational strategy. In particular, CMS gives priority to:

- Developing a learning culture
- Developing a safe culture (which embeds safeguarding in all we do)
- GDPR compliance
- Cross-team working
- Diversity and inclusion
- Embedding mission spirituality across CMS
- Empowerment and coaching
- Creativity and innovation



Person specification

Head of Legal (Fixed Term Contract – 2 years)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified solicitor or barrister in England & Wales	
Experience	<ul style="list-style-type: none">• Understanding of commercial property law (leases, property management for charities).• Familiarity with employment law, GDPR, and safeguarding policies.• Demonstrable experience of creating legal defensive and proactive strategies	<ul style="list-style-type: none">• Previous in-house or charity sector experience• Experience of dealing with overseas property issues
Skills and abilities	<ul style="list-style-type: none">• Able to analyse and interpret legal information• Able to take responsibility with own initiative• Able to organise own work• Able to communicate clearly and concisely orally and in writing• Thorough and excellent attention to detail	



Knowledge and understanding	<ul style="list-style-type: none">• Strong knowledge of UK charity law, governance, and regulatory compliance.• Sound judgement with a willingness to balance legal risk with charitable and commercial objectives• Demonstrable comprehension of the influences of the external environment on a charity, associated organisations and trading entities.	Knowledge of the Anglican Communion Knowledge of Powers of Attorney
Disposition	<ul style="list-style-type: none">• Self-starter, able to use initiative and to work both as a member of a team but also able to work effectively on your own.	•
Other	<ul style="list-style-type: none">• Safeguarding checks• In sympathy with the aim and values of CMS	•



Terms and conditions

Head of Legal (Fixed Term Contract, 2 years)

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade G of the CMS salary scales; starting at £46,186 FTE with further salary advancement opportunity. Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is 5 per cent while the employee's contribution is 3 per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. Under the CMS hybrid working policy, you may work from home for up to sixty percent of your contracted time per week but we reserve the right to require you to work full-time in the office if necessary.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** 3 months' written notice on either side is required for the termination of the appointment after the probationary period.