



## Job description

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| <b>Post</b>           | Head of Legal                    |
| <b>Responsible to</b> | Finance and Resources Director   |
| <b>Group</b>          | FACS                             |
| <b>Grade</b>          | G                                |
| <b>Contract</b>       | Fixed Term Contract: 1 year      |
| <b>Hours</b>          | 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 ongoing legal advice to the organisation, with a varied caseload encompassing property, employment, data protection, and corporate matters. This may include, for example, reviewing and negotiating terms with a supplier or partner to CMS, or providing advice to the organisation on the implementation of a new data protection policy. In this capacity, you will work closely with the Senior Leadership Team of CMS, and provide advice directly to its Board of Trustees and subcommittees.

You will also be responsible for an ongoing project focusing on international land issues. The aim of the project is to identify the extent of the remaining land holdings where CMS retains the legal title to historic overseas landholdings, evaluate the current risks and work with overseas legal advisors to recommend the way forward. You will assist CMS in making the most effective use of its assets to support its mission, and manage the renewal and scope of Powers of Attorney granted to local partners in different jurisdictions.

## **Your relationships**

The role reports to the Director of Finance & Resources, and will be assisting the Director in reporting to the Board of Trustees and the subcommittees holding delegated responsibilities for areas such as Finance and Governance within CMS.

The role will work collaboratively both internally and externally.

Within CMS the role will work with colleagues from across the organisation, but in particular the Finance 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, the Board of Trustees and its subcommittees on charity law, corporate governance, property, employment, data protection, 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.
- Advise on data protection and non-contentious employment matters, including the development and implementation of related policies, with support from CMS's external employment lawyer.
- Deliver legal training and awareness sessions to staff and stakeholders.
- Liaise with external legal counsel, in the UK and overseas, 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 Finance & Resources to redesign the process for issuing POAs, clarify and document the necessary steps.
3. Manage the renewal and scope of Powers of Attorney granted to local partners in different jurisdictions.
4. Investigate the extent of CMS's international land holdings not covered by POAs.
5. Evaluate the current risks arising from the land holdings to which CMS retains legal title, working with overseas legal advisors in the relevant jurisdictions.
6. Recommend the way forward to minimise CMS' risk exposure and achieve the best outcomes for CMS.
7. Assist CMS in making the most effective use of these assets to support its mission.

### **CMS legal structures**

- Work with external legal advisors to review the legal corporate structure, with the aim to simplify the number of corporate entities within the group.
- Liaise with public bodies, including the Charity Commission and Companies House, on behalf of CMS to progress and implement any agreed changes.

### **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 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

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Head of Legal (Fixed Term Contract, 1 year)

|                                    | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                                                                                                                                                                                                                           |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>              | <ul style="list-style-type: none"><li>• Qualified solicitor or barrister in England &amp; Wales</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                     |
| <b>Experience</b>                  | <ul style="list-style-type: none"><li>• Understanding of commercial property law (leases, property management for charities).</li><li>• Familiarity with employment law, GDPR, and safeguarding policies.</li><li>• Demonstrable experience of providing legal advice in respect of major long-term projects. Experience of handling a broad and varied caseload with a high degree of autonomy, advising non-legal colleagues directly and translating legal advice into practical, risk-based recommendations</li></ul> | <ul style="list-style-type: none"><li>• Previous in-house experience.</li><li>• Experience of dealing with overseas property issues.</li><li>• Experience of advising on corporate governance and charity law.</li><li>• Experience of instructing and managing legal advisors in overseas jurisdictions.</li></ul> |
| <b>Skills and abilities</b>        | <ul style="list-style-type: none"><li>• Able to analyse and interpret legal information</li><li>• Able to take responsibility with own initiative</li><li>• Able to organise own work</li><li>• Able to communicate clearly and concisely orally and in writing</li><li>• Thorough and excellent attention to detail</li><li>• Demonstrable ability to learn quickly, getting to grips with unfamiliar areas of law and applying them confidently in practice</li></ul>                                                   | <ul style="list-style-type: none"><li>• Able to advise on a substantial project, working with internal and external stakeholders</li></ul>                                                                                                                                                                          |
| <b>Knowledge and understanding</b> | <ul style="list-style-type: none"><li>• Strong knowledge of UK charity law, governance,</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"><li>• Knowledge of church structures</li></ul>                                                                                                                                                                                                                                    |



|                    | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Desirable                                                                                                                                                              |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | <p>and regulatory compliance – or ability to quickly develop knowledge of this area.</p> <ul style="list-style-type: none"><li>• Sound judgement with a willingness to balance legal risk with charitable and commercial objectives</li><li>• Demonstrable comprehension of the influences of the external environment on a charity, associated organisations and trading entities.</li><li>• Working knowledge of company law and Companies House requirements.</li></ul> | <ul style="list-style-type: none"><li>• Knowledge of Powers of Attorney</li><li>• Strong knowledge of UK charity law, governance, and regulatory compliance.</li></ul> |
| <b>Disposition</b> | <ul style="list-style-type: none"><li>• 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.</li><li>• Able to build effective working relationships with senior stakeholders, including trustees and their subcommittees.</li></ul>                                                                                                                                                                 |                                                                                                                                                                        |
| <b>Other</b>       | <ul style="list-style-type: none"><li>• Safeguarding checks</li><li>• A committed and practising Christian committed to CMS values and aims</li></ul>                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                        |



## Terms and conditions

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Head of Legal (Fixed Term Contract, 1 year)

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of three months.
2. **Salary:** Starting salary of £50k per annum full-time equivalent depending on experience with a generous pension contribution: up to 10 percent employer contribution on annual salary.
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% of the pensionable salary. In addition, CMS will match your additional contribution (over the min 3%) up to an additional 5%. 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.

*Updated 8.2026*