

**PARALEGAL**

**JOB DESCRIPTION**

**Job title**: Paralegal (Safeguarding with Third Parties Project)

**Based**: The Hyde Park Learning Centre, Hyde Park, London, W2 2UH, with regular travel to other parks

**Salary**: £35,000-£37,000 per annum, depending on experience.

**Terms**: 12-month fixed term contract on a full-time basis, 36 hours per week, including agile/hybrid working options.

26 days’ annual leave plus public holidays.

 A pension scheme and healthcare plan are available.

**Reporting to:** Legal Advisor Commercial

**Responsible for:** N/A

**Internal relationships:** Legal Advisors, Head of Learning, Designated Safeguarding Lead, Deputy Safeguarding Leads, Park Management, HR, Procurement, Commercial, Estates, and other relevant teams.

**External relationships:** TRP contractors, partners, concessionaires.

**BACKGROUND**

The Royal Parks (TRP) is a charity that manages over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James’s Park, The Regent’s Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

**JOB PURPOSE**

The Royal Parks is committed to safeguarding its visitors, staff and volunteers, as well as ensuring its contractors and partners align with our safeguarding values. As part of this, we plan to review our contractual and partnership arrangements with all third-party organisations that provide a service to and in the Royal Parks, to ensure sufficient contractual protection and ensure staff and visitor safety and wellbeing.

In this role, you will deliver the Safeguarding with Third Parties project. You will have the opportunity to review all our contracts and agreements with third party organisations to ensure that they include relevant and up to date safeguarding obligations, as well as any other relevant obligations. You may also assist The Royal Parks with other legal aspects.

**MAIN DUTIES/RESPONSIBILITIES**

**Project Coordination**

1. Project manage the Safeguarding with Third Parties project, liaising with relevant teams across TRP, as advised by line manager
2. Map all contracts, arrangements, agreements, Memorandums of Understanding, grants with third parties across TRP
3. Self-manage all project related meetings, including scheduling, agendas and minutes
4. Liaise with internal stakeholders and relevant contract leads within TRP to ensure timely updates on third party contract changes
5. When necessary, assist contract leads to liaise with third party organisations to obtain necessary information on current contracts, maintaining effective communication on updates and changes

**Contract review**

1. Review and update all relevant documentation to include TRP standard safeguarding and other relevant clauses and statements for third parties, including setting up contract variations where relevant

**General improvements**

1. Create a single database containing all relevant records across TRP
2. Identify any relationships with third parties without an agreement in place (i.e. Friends groups)
3. Work with TRP Legal to draft agreements with third parties where there is no written contract in place, agreeing most appropriate approach and template with relevant TRP lead

**Other**

1. Any other tasks commensurate to the role, as agreed with line manager
2. May work with TRP Procurement to assist with completion of legal contract templates
3. May assist TRP Legal and Procurement with redaction exercises required under the Procurement Act 2023

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Selection criteria** | **Essential / Desirable** |
| **Qualifications**  |
| * Have completed a Law degree, or Graduate Diploma in Law, or equivalent paralegal qualification
 | **E**  |
| **Skills Knowledge and Experience**  |
| * Experience of gathering information and presenting it in an understandable format
 | **E** |
| * Strong organisational and administrative experience with meticulous attention to detail in managing documentation and records
 | **E**  |
| * Excellent time management skills, with the ability to work to tight deadlines
 | **E** |
| * A high standard of written and verbal communication skills with the ability to build trust and adapt your communication style according to the situation both internally and with external stakeholders
 | **E**  |
| * An adaptable team player with the ability to establish effective relationships and collaborate effectively with TRP teams and other stakeholders to achieve project goals
 | **E**  |
| * Proficient in the use of Microsoft Office applications
 | **E**  |
| * Project Management experience,
 | **D** |
| * Experience working with contracts and drafting legal documentation
 | **D** |
| * Commercial awareness, critical thinking, business acumen and an understanding of a clients’ needs
 | **D** |
| **Other**  |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open and respectful, and a commitment to supporting diverse and inclusive teams
 | **E**  |

The Royal Parks is committed to creating a diverse and inclusive workplace and is an equal opportunity employer. Successful candidates will be appointed on merit, and we encourage applications from candidates from all backgrounds.