

Deputy Legal Manager
Up to £42,500 pa + £4,382 LW
London



Closing date: 4th April 2018 at 11.59pm

We're looking for a qualified housing solicitor with significant experience of senior management in a large-scale organisation to join us as a **Deputy Legal Manager** and help manage Shelter's in-house legal team.

Shelter helps millions of people every year struggling with bad housing or homelessness through our advice, support and legal services. And we campaign to make sure that, one day, no one will have to turn to us for help. We're here so no one has to fight bad housing or homelessness on their own.

Our Legal Services have an enviable national reputation for excellence in the provision of housing and community care law. Solicitors are embedded within our HUBS around the country as part of an integrated offer to clients to ensure they have access to legal advice. We also have a central legal team that works at a national level, supporting our Campaigns, Communications and Policy, Fundraising and Training divisions. They operate alongside a Children's legal service, which advises and represents children, young people and families, with an emphasis on test cases and campaigning to improve policy and practice.

About the role

Working as the Deputy to the National Legal Contracts Manager, we'll rely on your expertise in terms of professional support, compliance and quality for Shelter legal services. Day-to-day, you'll be responsible for supervising a team of Managing Solicitors and provide line management to our central legal and central admin teams as required. You'll also work closely with relevant HUB Managers to ensure the delivery of high quality integrated legal services. What's more, as a key member of Shelter's Operations team, you'll help us develop innovative legal services and further our overarching strategic aims, while working collaboratively to deliver client focused services.

About you

A highly skilled legal manager with proven experience of managing legal services, staff and contract requirements, people and change management and financial planning/budgetary management all come naturally to you. You also have a track record in strategic litigation, innovative casework and practice management. Substantial exposure to managing legal aid contracts, compliance and SRA regulatory outcomes is important too, as is experience of operating at a senior level with an external audience. Adept at engaging and influencing a variety of stakeholders, you're commercially aware, result-driven and client-focused and enjoy collaborating with others to 'get the job done'.

Benefits include 30 days' annual leave, the possibility of flexible working, enhanced family friendly policies and significant opportunities for learning and development.

Safeguarding is everyone's business. Shelter is committed to protecting the health, wellbeing and human rights of those we support, and enabling them to live free from harm, abuse and neglect. All our staff will be expected to observe professional standards of behaviour and conduct their work in line with our Safeguarding Policies.

For further information about the role and the benefits of working for Shelter please visit our website.

At Shelter, we welcome and encourage applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation. We are facing diverse problems, so need diverse people to tackle them.

Shelter does not accept unsolicited CVs from external recruitment agencies nor accept the fees associated with them.