



Legal Director - Voluntary

Job Purpose

As the Legal Director, you will be responsible for overseeing the legal affairs of our community energy group (which is a Community Benefit Society regulated by the Financial Conduct Authority), ensuring compliance with all applicable laws and regulations. This voluntary position is ideal for someone with legal qualifications and a passion for renewable energy who wants to make a meaningful impact on the transition to clean energy within our community. You will be supported by the Board of Directors and CEO.

As this is a new position in our organisation, you might not find yourself doing all of these tasks, and we would love for you to make it your own! Below are example responsibilities you might be undertaking.

Responsibilities

Legal Oversight

- Develop and implement legal policies, procedures, and systems to ensure effective management of the organisation's legal resources.
- Monitor the legal health of the community energy group, regularly reviewing compliance, risks, and opportunities.
- Prepare and maintain accurate legal records, including contracts, agreements, and other legal documents.
- Conduct periodic legal analysis to identify trends, risks, and opportunities, providing recommendations for improvement.
- Collaborate with the executive team to develop long-term legal strategies and goals aligned with the organisation's mission.

Compliance and Risk Management

- Ensure compliance with relevant legal regulations, accounting standards, and reporting requirements.
- Coordinate with external auditors or legal advisors to facilitate annual audits or reviews.
- Maintain appropriate internal controls and procedures to safeguard the organisation's legal interests.
- Provide guidance and support to the board of directors and executive team on legal matters.



Contract Management and Negotiation

- Research and identify potential legal opportunities to support community energy projects.
- Prepare and review contracts and agreements, ensuring compliance with legal guidelines and requirements, with the support of the Board and other volunteers.
- Manage the legal aspects of contracts, including negotiation, drafting, and compliance with terms.
- Generate accurate and timely legal reports for internal and external stakeholders, highlighting project progress and legal performance.

Dispute Resolution

- Address and resolve legal disputes involving the community energy group, either through negotiation, mediation, or litigation.
- Provide legal advice on risk management and mitigation strategies.
- Ensure the organisation's legal activities are conducted in a manner that minimises legal risks and liabilities.

Qualifications

Even if you don't feel you meet 100% of the requirements, please don't be deterred from applying - we would still love to hear why you're the right person for the role!

Essential

- Excellent attention to detail and accuracy in legal reporting and record-keeping.
- Effective communication skills with the ability to present legal information clearly to non-legal stakeholders.
- A high level of integrity and a commitment to ethical legal practices.
- Passion for renewable energy and a strong desire to contribute to community-based initiatives.

Desirable

- Professional legal qualifications such as a degree in law or a related field are preferred.
- Proven experience in legal management, compliance, and contract negotiation.
- Familiarity with nonprofit legal management practices and compliance requirements.
- Proficiency in legal software and tools for document management and legal analysis.
- Strong analytical and problem-solving skills with the ability to interpret complex legal data.



By joining CCE as a voluntary Legal Director, you will play a crucial role in ensuring the legal integrity and success of our renewable energy projects. Help us drive sustainable change and create a greener future for our community.

Terms and Conditions

Length of contract: 12 months (until next AGM)

Salary: Voluntary, expenses covered inline with our [expenses policy](#)

Hours/days: Approximately 5-10 hours per month

Place of work: Remote, with occasional face-to-face meetings in Croydon

Upon taking the position, you will be required to sign a Director's agreement including a commitment to attend monthly Board meetings and monthly wider volunteer meetings (giving reasonable notice if you can't), and the agreement to log time spent on CCE activities.