

The Ellen MacArthur Foundation

Legal Associate

Based in Cowes, Isle of Wight, UK

Full-time or part-time working will be considered

The Ellen MacArthur Foundation has an exciting opportunity for a qualified solicitor to join our growing Legal Team. Reporting to our Legal Lead, you will have responsibility for drafting and negotiating commercial contracts and will liaise with external and internal stakeholders.

What we do:

The Ellen MacArthur Foundation is a charity with the mission to accelerate the transition to a circular economy. The Foundation works across five interlinking areas:

- Education & learning – inspiring learners to re-think the future through the circular economy framework
- Business & government – catalysing circular innovation and creating the conditions for it to scale
- Insight & analysis – providing robust evidence about the benefits and implications of the transition
- Systemic Initiatives - transforming key material flows to scale the circular economy globally
- Communications - engaging a global audience around the circular economy

Please refer to www.ellenmacarthurfoundation.org/about for further details.

Role & Responsibilities:

Reporting to the Legal Lead you will:

- Draft and negotiate contracts, including funding agreements, all manner of commercial agreements including software/IT development arrangements, services agreements with consultants and agreements relating to our systemic initiatives.
- Advise the Foundation's management team on legal risks, and how to track and mitigate such risks.
- Assist in the management of the Foundation's IP portfolio, including working with our trade mark agents for international trade mark registrations, assisting in brand management and protection, data protection compliance and charity law compliance and governance matters.
- Assist sister charities in other territories with their legal requirements, working with external counsel, where appropriate.

Person Specification

- Ability to work in a fast paced environment, with flexibility to adapt to our changing business needs.
- Experience in drafting and negotiating commercial contracts.
- Confidence in networking and relationship building.
- Strong communication skills, both written and verbal.
- Excellent self-organisation skills – detailed planning skills and management of workload pipeline with a proactive approach to conflicting priorities.
- Some international experience desirable, although not necessary
- Excellent time management skills, with the ability to deliver high quality work to set deadlines

Please apply with CV, covering letter and salary expectation to Barbara Calland (barbara@ellenmacarthurfoundation.org)

Desired starting date: As soon as possible

Salary package: Competitive within the charity sector and dependent on experience

Location: Cowes, Isle of Wight- remote working is not possible for this role