



## Solicitor – 1-3 years' PQE+ *Governance & Corporate*

### **Job Role**

We are looking to recruit a solicitor with at least one years' PQE or a Company Secretary with a legal background and a similar level of experience in the relevant sector.

This is an exciting role at the cutting edge of governance and regulation in a predominantly not for profit environment in a pre-eminent law firm in its sector. Our clients are mainly housing associations and include a mix of "not for profit" and "for profit" institutions, based across England and Wales which range in size from a few hundred homes to over 150,000.

The role of housing associations in our society has grown so that now about 1:10 homes in England is owned by a housing association. Housing associations also provide wider services in communities – often around care.

Housing associations also are a key provider of new homes for sale and private rented housing. Many of our larger developing clients are experiencing strategic challenges with fire safety and decarbonisation; and as ever the views and policies of Government evolve. They are regulated by the Regulator of Social Housing. Most of our "not for profit" clients are also Community Benefit Societies Act.

The ideal applicant for this role will either have an existing knowledge and empathy with the work of our housing association clients, their boards and senior executives or be able to demonstrate the skills which will enable us to understand how they will do so. They will also be able to work well with the relevant regulators, stakeholders and consultancies operating in the sector.

The person will work closely alongside our lead partners on governance, providing excellent opportunities for professional development and eventual progression. As is the case with governance, much of the work may not at first blush appear to be typical work for a lawyer in its nature; because our clients will expect a wider understanding of the environment within which legal advice is required. The person will be expected to be able to manage a varied caseload. Pre COVID travel to clients and attendance at board meetings was also involved; it is still to be seen whether this will resume.

### **Main Duties and Responsibilities of the Role**

- Mergers and Restructures – advising and project managing projects from HoTs through to post-completion formalities. Projects may run from 3 months to 2 years.
- Constitutional Changes – updating rules and articles for housing associations to meet client needs/objectives and reflect industry standards
- Advising on intra group documentation including intra group agreements, service level agreements, cost sharing agreements and intragroup loans
- Registering new registered providers with the Regulator of Social Housing

- Advising clients on their corporate structures: including reporting on group structures, incorporating development companies, dissolving, striking off or winding up trading subsidiaries, striking off registered societies and registered providers.
- Liaising with regulators and registrars including: the Financial Conduct Authority, the Regulator of Social Housing, Companies House, the Charity Commission, HMRC and Homes England
- Advising clients on appropriate application of charity law for exempt and non-exempt charities
- Advising clients on appropriate application of corporate codes of governance
- Reviewing and drafting internal corporate policies including: board minutes, standing orders, financial regulations, investment policies and schemes of delegation
- Interact directly with the governance teams, senior executives and boards of our clients; understand their business needs and culture and meet their deadlines
- Responsible for the day to day running of files and drafting relevant documents
- To provide support to other fee-earners in the team and to share knowledge
- Be actively involved in business development and management and be instrumental in growing the Governance team externally and internally.
- To follow department procedures, the Solicitors' accounts rules and the Firm's policies and procedures as detailed in the Staff Manual, including LEXCEL;
- Undertake such duties and tasks that are appropriate for the role of Solicitor such as changes in information systems and new technology as may reasonably be required;

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [legal.recruit@devonshires.co.uk](mailto:legal.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

## Person Specification

### Attributes and Skills Required

- You will have a minimum of 1 years' PQE as a Solicitor or Company Secretary with experience of working within the relevant sector;
- You will have a strong academic background, ideally gaining a 2:1 at degree level;
- You will enjoy client contact and have excellent communication and presentation skills, both written and verbal;
- You will be experienced in running your own files;
- You will be able to quickly identify key issues in most complex cases, understand the business parameters within a case and reflect that in advice to clients;
- You will be commercially aware, proactive and able to convey clear and concise information to clients and external organisations, which will not compromise the practice or the firm;
- A high attention to detail to produce work / documentation which is consistently of a high standard;
- Willingness to attend meetings across the country;
- To have a flexible approach to work to ensure client deadlines are always met and clients are communicated with on a consistent and regular basis;
- You will be comfortable taking a collaborative and collegiate approach to matters, recognising that one can always learn new skills as well as imparting knowledge to others;
- To be familiar with Word, Outlook and Internet applications.

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com)