

Head of Legal Department

Terms of Reference

Organisation: Foundation Conservation Carpathia

Reports to: Executive Directors

Works with / Relations to other departments:

- Work closely with all departments, specifically with finance, HR, and project administration departments.
- Works also with many external partners, contractees and all intra-group companies and entities.

Background:

Foundation Conservation Carpathia is a Romanian NGO with a strong focus on developing a new National Park in the Fagaras Mountains and, eventually, strengthen the protected area network of the country and change the country's direction towards sustainability and conservation.

Aiming at being a role model of integrity, the foundation and all its subsidiaries is aiming for the highest standards of legal compliance.

FCC has grown significantly over the last years, has now almost 150 highly motivated staff, owns and administrates for full protection over 28,000 ha of forests and grasslands, and has leased 5 hunting concessions (for wildlife protection) with a total of 75,000 ha, on which European bison and beavers were reintroduced. The Foundation has established a number of legal entities (associations, ltd. companies) to fulfil the various aspects of the project.

Our senior staff is a team of highly qualified, passionate, and dedicated people that are willing to go the extra mile.

After the tragic death of its legal director in a car accident, the foundation seeks urgently a replacement for this position.

The main purpose of the job:

Head of legal at Foundation Conservation Carpathia is a core leadership role, which demands a strategic mindset, an extremely loyal personality, a good general knowledge of the Romanian and European law applicable to the activities of the Foundation and its intra-group companies and entities and a deep love for nature.

Key Duties as a Head of Legal will include:

Providing legal guidance and advice on a wide range of legal and compliance aspects such as developing policies and procedures, reviewing and vetting different types of contracts and agreements, employments and other labour law aspects, regulatory compliance, public acquisitions, fiscality, intellectual property, corporate governance, and intra-group issues. The head of legal will also be representing the Foundation in litigations and other legal proceedings, and ensuring the legal security for the implementation of all activities of the Foundation.

Key Responsibilities:

1. Internal role:

- Leading and overseeing the operation of the legal department.
- Reviewing all legal documents.
- Identifying and mitigating legal risks and exposure for all organisations of the group.
- Developing and implementing legal procedures and policies to ensure the organisation's compliance with applicable laws.
- Contracts, sponsorships, and legal relations in-between the members of the Carpathia group and between them and external partners and/or authorities.
- Conducting legal research to ensure the organisations are up-to-date with the latest legal changes.
- Maintaining good and effective communication with external partners and authorities.
- Any other duties that might be assigned.

2. External role

- Drafting, negotiating and vetting contracts, legal documents and agreements.
- Representing the organisation in legal proceedings, usually working with outside counsel.

Required knowledge & qualifications:

- University Degree in law.
- Minimum experience: 5 years in a leading role in a larger organisation or company.
- Experience of team management.

Required skills & competencies

- Competences in assuming a consultative role and good interpersonal skills (tact, diplomacy, discretion and impartiality); strong work ethic and personal integrity
- Communication skills and active listening, able to build working relationships both with employees and with the authorities;
- The right of representation before the courts is an advantage
- Knowledge of the civil society component (NGOs, federations, consortia, etc.)
- Prioritization skills and working with deadlines; flexibility and ability to adapt to change;
- Ability to view and recognize complex connections in a holistic mode.
- Excellent verbal and written communication skills in Romanian and English.
- Experience in MS Office; Database management skills.
- Absolute loyalty to the Foundation, its people and its cause.
- *Enthusiasm and commitment to FCC's mission and values*