

Job title	Paralegal – Commercial Contracts
Location	Enable Scotland (Leading the Way), Legal & Corporate Governance, Inspire House, 3 Renshaw Place, Eurocentral ML1 4UF
Salary	Permanent. Up to £34,000 pro-rata, per annum (depending on experience)
Conditions	Part time, circa 3 days per week. Hybrid working considered; Tuesdays/ Thursdays office based.

About Enable

We believe in an equal society where everyone has the right to live, work and participate as active and respected citizens in the communities of their choice.

Enable, a visionary charity and leader of social care and employability and support services to people with a learning disability across Scotland, requires an in-house Paralegal with demonstrable commercial contracts experience to join its Legal and Corporate Governance function.

The Role

This role's main purpose is to provide commercial contract support to the Legal and Corporate Governance Team which seeks to ensure all aspects of contractual and organisational compliance. Reporting directly to management the role requires the Paralegal to work autonomously, to lead on various contractual matters, to work closely with procurement and operational colleagues on new and existing business. Additionally, the Paralegal may be required to support with ad-hoc projects and any commercial matters which may arise.

Key Responsibilities

- Provide skilled commercial contract support to Enable's business and back-office functions,
- Lead on commercial negotiations and contractual disputes,
- Manage and prepare contract variations and modifications,
- Draft and update in-house styles,
- Assist internal stakeholders with third party due diligence procedures,
- Prepare comprehensive contract reports to identify contractual challenges and propose solutions to fulfil obligations,
- Act as first point of contact for internal stakeholders on contractual guidance and compliance,
- Have oversight of internal contracts database and oversee administrative function,
- Assist with the provision of commercial information to satisfy statutory or business requirements,
- Foster and maintain productive relationships with colleagues and third parties,
- Promote commercial awareness and compliance throughout the organisation,
- Undertake legal research and reporting as and when necessary,
- Review and update departmental policies and procedures as and when necessary,

- Any other duties assigned by management.

Essential Criteria

- Relevant Paralegal certifications with demonstrable experience in private practice or commercial team or in-house legal environment,
- Strong knowledge of relevant commercial contract legislation,
- Exceptional verbal and written communication, drafting and report writing skills,
- Strong analytical and numerical skills,
- Strong ability to prioritise a high workload and meet strict deadlines,
- Strong PC skills, in various packages, particularly Microsoft Word and Excel.

Desirable Criteria

- Some knowledge and understanding of:
 - third sector/ local authority legislation (health and social care) and contracts,
 - Public Contracts Scotland
 - Commercial awareness

Person Specification

- Excellent interpersonal and teamworking skills,
- Excellent attention to detail and strong prioritisation and organisational skills,
- Professional presentation and personality,
- Demonstrates core values of integrity, care and collaboration,
- Willingness to enhance skills and professional development.