

**Job Title: Paralegal / Legal Apprentice**

**Company: Lucy Group Ltd**

**Location: Oxford**

**Duration: 2 Years**

**Salary: £16,000**

**Entry Requirements: BBB at A level (or equivalent) plus 5 GCSE's Grade B and above (must include Maths and English Language)**

### **Opportunity**

The trainee will gain invaluable experience working in a small team which provides commercial legal support to all Lucy Group companies.

### **Duties will include assisting the team with**

- Providing commercial legal advice and support to all Lucy Group companies on corporate, commercial, employment, property and intellectual property matters.
- Drafting, reviewing and negotiating agreements such as property contracts, option agreements, banking facilities, intra-group agreements, commercial leases, employment agreements, technology and software licences, standard trading terms and conditions, sale and purchasing contracts, templates, appointment of representatives, distributors and other partners, non-disclosure agreements, and ancillary documents in accordance with best practice and Lucy Group guidelines.
- Lucy Group insurance programme, including renewal of policies, and handling any insurance-related queries from the business units.
- Tenders and contracts review for the various group companies.
- Corporate transactions, share and asset purchase agreements, due diligence and disclosure letters.
- Advising on and supporting occasional employment tribunal matters and other contentious matters, including preparation of claims and defences to disputes and following any alternative dispute resolution procedures.
- Assisting the Group to meet all legal and contractual obligations, supporting compliance programmes and providing training as required.
- Conducting research on specific legal issues and providing updates on new legislative changes affecting Lucy Group companies including via the legal pages on the group intranet.
- Liaising with external advisors.

### **Key skills and competencies of the post holder**

- Excellent organisational skills;
- Excellent written and oral communication skills;
- Strong focus and attention to detail;
- Good team player;
- Excellent technical document management skills, including Word, Excel and PowerPoint;
- Ability to stay calm under pressure;

We are looking for an outstanding candidate that has an interest in law and who wishes to develop their legal career within a broad commercial environment.