

Legal Counsel

ROLE PURPOSE

Thank you for considering applying for the role of Legal Counsel with Instant!

What we need

We are looking for a bright and enthusiastic lawyer to join our small but growing in-house legal team. It's an exciting time for us at Instant – we are currently experiencing rapid international growth which means there is a requirement for an additional on-the-ground legal resource.

Your main role will be to support the global business in the negotiation and drafting commercial contracts and provide general support to the Legal Director, UK and EMEA.

You will be based in Newcastle, but given the nature of our global business, we are responsible for advising across all our international offices.

What we can offer

- Wide variety of legal work
- International legal experience
- Career progression
- Flexible working
- Enjoyable place to work

Why Instant Legal?

Instant Legal is so much more than a support function. We are proud to be a reliable and hardworking team which always seeks continuous improvement in our skillset and the service delivery.

Though we do cover the usual legal stuff, our focus is to drive and support business growth and to always try and exceed our colleagues' expectations.

As a team we work together with the business to create smart legal solutions and make doing business easier and quicker without compromising on risk.

As a commercially focused team we often step out of our legal box whether it's to help on a project or to advise on commercials for a deal.

KEY RESPONSIBILITIES

You will be responsible for supporting our "Accounts" and "Serviced" business line as well as providing general legal support to Legal Director, UK and EMEA. This will include:

- Drafting, reviewing and negotiating of a variety of types of contracts:
 - Client facing UK, local country and global framework agreements for supply of services
 - Vendor facing UK, local country and global framework agreements for purchase of services (consultancy, facilities maintenance, fit out services)
 - IT agreements and licenses
 - Collaboration, joint ventures, partnership, and referral agreements with our business partners
 - Standard terms and conditions
- Preparing contract summaries, risk analysis reports and deal reviews in respect of the above for internal sign off

- Business development support – reviewing and issuing NDAs, assessing and advising on client solutions and commercials
- Ensuring global compliance of:
 - company books
 - trade and real estate licenses
 - corporate policies
- Acting as point of contact for all internal data privacy issues/queries
- Providing training, to identified business areas, on law, processes and policies
- Responsibility for management of day-to-day legal queries and business deals assigned to or picked up by you
- Legal team admin – managing and updating Instant’s legal precedent library, undertaking legal research, reporting, and tracking of deals and matters.

BACKGROUND AND EXPERIENCE

Essential

- Strong academics and training
- Solicitor or barrister qualified to practice in England and Wales
- Minimum 2/3+ years PQE (in-house or private practice)
- Demonstrable experience at a recognised law firm and in-house environment (secondment or permanent role)
- Commercial and Data Privacy law experience (preferably from private practice)
- Flexibility to travel to Client and Vendor meetings (as required) and to Instant’s London HQ and other Instant offices as required
- Fluent in English

Desirable

- Commercial work experience
- International legal work experience
- Working in a small legal team
- Experience instructing and supervising external lawyers
- Fluency in more than one language

KEY SKILLS AND COMPETENCIES

We want you to be:

- commercially focused
- self-motivated with a positive attitude
- innovative (in providing solutions to complex business problems and in improving legal services to business)
- efficient and accurate in a fast paced working environment
- a team player who works effectively both as part of the legal team and cross functionally
- a good communicator

KEY STAKEHOLDERS

- Legal Director, EMEA and UK
- Group General Counsel
- Head of Accounts and Business Development.

Working at Instant

About The Instant Group

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. Instant places more than 7,000 companies a year in flexible workspace such as serviced, managed or co-working offices including Amazon, American Express, Sky, Network Rail, Serco, Teleperformance, Worldpay, and TMF making it the market leader in flexible workspace.

Its listings' platform Instant Offices hosts more than 11,000 flexible workspace centres across the world and is the only site of its kind to represent the global market, providing a service to FTSE 100, Fortune 500, and SME clients. With offices in London, Newcastle, Berlin, Haifa, New York, Dallas, Los Angeles, San Francisco, Hong Kong, Singapore, Kuala Lumpur, and Sydney, The Instant Group employs 200 experts and has clients in more than 150 countries.

A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been consistently rated as one of the best small companies to work for by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mind-set.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will be based at our office at Hoult's Yard, standard hours are 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Alice Mitchell:

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