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GOODWOOD

**The Role**

The **Paralegal** will join the in-house legal team at Goodwood

**About us**

At Goodwood, we celebrate our 300-year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside, and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us a unique, luxury brand.

**Passionate People**

It takes a certain sort of person with the right positive attitude to flourish in such a fast-paced, multi- dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

# The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life

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| Always inspired byGoodwood’s heritage | Daring to surprise anddelight | Striving to do things*even* better | Sharing our infectiousenthusiasm |

**Purpose of the role**

Working in Goodwood’s in-house legal team you will provide legal and compliance support across all areas of the business, which will encompass a wide variety of areas, including contractual and commercial matters, media, IP and compliance.

**Key responsibilities**

* Acting as main contact for routine legal enquiries and ad hoc queries, escalating as necessary
* Providing support to the legal team on contract, IP, data protection, compliance and contentious matters.
* Collaborating with and supporting internal stakeholders in relation to the implementation of strategic and special projects
* Helping to ensure the business continues to be compliant with relevant legislation, understanding the general regulatory and compliance environments in which the Group operates and responding to regulatory inquiries, actions and events.
* Drafting, curating and continually improving the team's legal precedents and policies while keeping the legal department and internal/external stakeholders informed and educated on their contents and any key developments
* Supporting the Legal team internally with processes and administration

**Qualities you will possess**

* Ability to translate complex matters into easily understood legal advice.
* Ability to multi-task and adapt to fast paced change, with outstanding organisational and prioritisation skills
* Collaborative approach with both business and legal groups, with a strong ability to build relationships, gain credibility and partner with others in the business.
* Collaborative personality, able to build relationships with key stakeholders and to support a non-legal team
* Confident character with excellent interpersonal and communication skills
* Excellent attention to detail and highly organised
* Organised multi-tasker
* Enthusiastic and self-motivated

**What do you need to be successful?**

* Strong academic credentials
* Completion of the LPC, SQE or CILEX
* In-house legal experience is preferred but not essential
* You must have the right to work and be eligible to practice as a lawyer in the UK