

Big Win Philanthropy
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Big Win Philanthropy partners with driven African leaders to deliver on their transformational visions for their people in this moment of demographic transition. As part of our strategy, we seek to play an integral role in substantially and tangibly improving 23.5 million lives by the end of 2027.

Job Description – Associate Legal Officer

Mission, Vision & Values

The generation of African leaders in office today, at this moment of tremendous demographic and social change, has the potential to transform the continent's future. These leaders' priorities determine where Big Win Philanthropy works, and they are always in the driver's seat in our partnerships. Our role is to act as a true partner, collaborating on design, providing resources and support where they are needed, and sharing honest feedback.

We seek out leaders who champion people-centered interventions where Big Win can be truly additive and that have the potential to become "big wins". Our goal is for our partners' initiatives to not only succeed on their own, but also to change norms and practices beyond their country's or region's borders.

How we support our partners:

- We provide leaders and program champions with space and resources to clarify and hone their transformation action plans and implementation strategies.
- We provide end-to-end implementation support, from the commissioning of baseline assessments through strategic program design, the creation of dashboards and data systems, technical assistance, resource mobilization and delivery support to address bottlenecks as they arise.
- We make catalytic investments, often in the form of direct budget support, to build the capacity and systems that leaders need to deliver on their visions.
- We help our partners navigate the political environment, providing support with communications, branding, and stakeholder engagement, among other areas.
- We are committed to being responsive, working quickly to resolve emerging obstacles or leveraging opportunities for greater impact as we pursue the broader strategic path.

Working at Big Win

At Big Win Philanthropy, we are committed to attracting and retaining exceptional, values driven people who thrive in a dynamic, high-impact environment. You will join a strategic, agile team dedicated to helping our government partners achieve “big wins” across the African continent. The work is deeply ambitious, challenging, and profoundly rewarding. Here, you will gain hands-on experience alongside inspiring peers both inside and outside the organization.

Working in Legal

Big Win Philanthropy is growing and we are seeking a smart, energetic, and detail-oriented Associate Legal Officer to join our London office.

Reporting directly to the Legal Officer, you will act as a vital bridge between our program teams and the legal department. Your primary role will be ensuring operational details from our programmatic initiatives are seamlessly and professionally integrated into our grant and service agreements. This is an exceptional opportunity for a lawyer who has trained at a law firm or similar institution and who is looking to transition into the international development and charitable sector.

Main responsibilities

- **Operational Liaison:** Proactively engage with program teams to understand the purpose, strategy, and goals of each program so that legal agreements facilitate the program’s success. Partner directly with the relevant team to understand and extract the scope, timelines, requirements and deliverables of initiatives that will be contracted. Review proposals, workplans, budgets and payment schedules/conditions with the program teams and clarify as necessary.
- **Document Drafting:** Convert program operational inputs and partner data into clear, consistent, enforceable formats that reflect the shared intentions of the program team and the partner. Ensure all milestones, deliverables schedules, and terms of reference are professionally drafted and accurately reflect the intended charitable purpose of the initiative.
- **Contract Integration:** Finalize operational inputs so they are ready for immediate and seamless incorporation into the organization’s grant, contractor and vendor agreements.
- **Agreement Production:** Assist the Legal Officer with drafting, updating, and reviewing agreements, requests for proposals, and vendor terms and conditions, including any changes proposed by grantees or partners.
- **Information Management:** Track contract lifecycles from initial draft through government partner review to final execution, performance and close-out.
- **In-House Legal Affairs:** Support general in-house legal operations, including data privacy, employment matters, immigration, and charity and company law compliance.
- **Research & Governance:** Assist with legal research, corporate governance matters, and ad-hoc department initiatives.

Candidate Profile

Essential Qualifications, Knowledge, Skills & Abilities

- Qualified solicitor admitted to practice in England & Wales with 2+ years' post-qualification experience.
- Solid experience in drafting and reviewing commercial contracts and grant agreements, with strong contract management skills.
- Strong analytical writing with the ability to simplify complex legal terms for non-legal teams.
- Proven ability to undertake effective legal research.
- Structured approach to work: excellent attention to detail and drafting ability.
- Excellent organizational skills, with the ability to effectively manage multiple tasks, prioritize workload, and meet deadlines.
- Ability to partner with internal and external stakeholders to understand their aims and translate them into contracting documents.
- Strong interpersonal and teamwork skills and emotional intelligence, with the ability to collaborate effectively with colleagues across Big Win Philanthropy and external partners.
- Willingness to understand partners' contexts and political constraints.
- Full alignment with the Big Win ethos of supporting the ambition of policy champions without prescribing external agendas.

Desirable Knowledge, Skills, and Abilities

- Experience in one or more of the following areas of law: charity, project finance, employment, data privacy.
- Professional experience in or familiarity with Sub-Saharan Africa.
- Language proficiency in French, Swahili, or Amharic.

Other

- The position is full-time. Staff members working in our London office attend the office five days a week. However, if you have a disability and need a different arrangement as a reasonable adjustment, please let us know. We are committed to supporting an inclusive and accessible workplace and will consider any requests in line with our obligations.
- Compensation is based on experience.
- Equal opportunities employer.

How to apply

Interested applicants should email a cover letter describing the applicant's interest and relevant experience, together with a full current CV, to humanresources@bigwin.org. Please include "Associate Legal Officer" in the subject line.