



Legal Counsel Candidate Pack



About Gatsby Africa

Gatsby Africa (GA) is a private foundation set up by Lord David Sainsbury, with a long history of engaging in East Africa across government, business and society. We are committed to building stronger inclusive economies in East Africa, supporting the region to respond to the key trends that are shaping the future.

We do this through identifying and building industries and sectors of the future – sectors that if successful will uplift many people out of poverty. This is our purpose, the reason we exist.

We currently operate across a diverse range of sectors across Kenya, Rwanda, Tanzania and Uganda - Commercial Forestry, Aquaculture, Textiles & Apparel, Livestock, Global Business Services, Bio-Based Construction and Soya - and we are continuing to assess new opportunities across manufacturing and services, in addition to agriculture.

Our portfolio puts us in a strong position to deliver meaningful levels of impact for millions of people in the region and strengthens our ability to generate and share our learning with others.

As an organisation we are very rooted in East Africa. Over 90% of our staff are based and from East Africa, and our value as an organisation is largely derived from our understanding, knowledge and expertise in the region. We combine deep sector expertise with an ability to understand and navigate the political and business context in East Africa.



How We Work

We adopt an ambitious, commercial and pragmatic approach to catalysing sectors. We understand that the business must make sense, and the success of sectors is driven ultimately by capable firms driving growth. We also understand that sectors operate in a local context which is complex, sometimes political, and where innovating and pioneering new transformative growth means taking risks – and that moving from pioneering firms to building broader sectors takes time and deliberate focus, building sector capabilities and supporting the government to play their role effectively.

We are set up to play this role. We are pragmatists and doers, and we like to work quickly and nimbly. We have an ability to take risks ourselves, and more importantly to support pioneer firms to take risks.

Our team structures tend to be flat and dynamic. This gives us the ability to be flexible and adaptive, and we can use any tools that are appropriate, from direct investment into business to technical assistance and research. With this flexibility, we empower team members to be entrepreneurial, and to identify and drive opportunities in the sector.

We also recognise the important role governments play in enabling, and in some instances unlocking, growth. We believe it is only by working in partnership with entrepreneurs, established firms, investors and governments that lasting and meaningful change can be secured.

We are committed to learning from our own work and that of others, and to sharing these insights across GA and with governments, partners and investors to influence decisions and drive change. We are also externally focused, engaging in global and local debates on economic transformation and supporting governments and partners to adapt and apply lessons and best practices.





The Gatsby Africa Team

The Gatsby Africa team consists of 120+ employees of 8+ nationalities. 90% of Gatsby Africa employees are based in East Africa. Most of Gatsby Africa's sector transformation staff come from the private sector, including some of the leading management consultancies and businesses in the region such as McKinsey & Company, Deloitte, PwC, Open Capital, Adam Smith International and Unilever.

Purpose of the Role

The Legal Counsel is responsible for overseeing and operating all Gatsby Africa's contracting. This covers standard contracts and also a growing need to develop and enhance GA's capacity to manage grants from international donors and to make social investments. The position is key to enabling the organisation to comply with the principles of charity law. The job holder will be part of GA's Finance and Operations management team and will have an important role in ensuring co-ordination across functions and risk mitigation. The individual will lead improvements in contracting procedures, utilising their expertise to resolve any contractual ambiguities and maintain legal compliance. Where needed, the role will also involve working with and managing external lawyers in the UK and East Africa.

Context of the Role

Gatsby Africa is part of the Sainsbury Family Charitable Trusts (SFCT) group. SFCT work closely with GA on group-wide standards, guidance and oversight in areas such as charity compliance, data protection and technology risk. Gatsby Africa retains responsibility for its own strategy and delivery but work in close partnership with SFCT across certain areas. Another key part of this role will be working closely with the relevant groups within SFCT, to ensure alignment between SFCT and GA in areas relevant for the Legal Counsel role.





Job Description

Reports to: Operations & Finance Director

Direct reports: Contracts Manager

Location: UK (London) with regular travel to East Africa (Kenya and Tanzania)

Fixed term: 2-year Fixed Term contract, 4-5 working days a week

Key Role Responsibilities

1. Standard Contracts

- Develop and maintain templates for commonly used contracts.
- Draft agreements for consulting/supply services to GA and for grants provided by GA, that are clear, enforceable and protective of the organisation's interests.
- Guide staff on using standard templates particularly on the development of scopes of work that set out clear deliverables, achievable timetables and appropriate payment structures.
- Support the contracting team in handling of contract queries raised by prospective service providers.
- Provide expert advice on contract law and guide the organisation's stakeholders in understanding their rights, responsibilities and implications under a contract.
- Develop and evolve tools and processes to enhance the effectiveness of GA's contracting systems.



2. Non-standard Contracts

- Draft or review non-standard contracts and advise on the legal and risk implications of those transactions. These may include transactions like Memoranda of Understanding with government entities, grants to GA from international donors and development of social investment instruments.
- Collaborate with external legal advisors in London and East Africa on general principles, external issues and complex legal matters.
- Advise relevant GA employees about contractual obligations, rights and best practices to ensure that all parties understand and adhere to the terms of agreements and the requirements of charity law.

3. Risk Management

- Identify potential legal risks associated with contractual obligations and provide recommendations to mitigate those risks.
- Work with the Finance and Operations management team and other corporate services function leads to identify and mitigate operational risks.
- Work with Programme teams to identify and mitigate risks arising from specific projects.
- Review due diligence on potential partners to support risk assessment.
- Educate GA employees about contractual risk and best practices to mitigate risks.
- Horizon scan for strategic risks that may be relevant to GA as an English-registered charity.
- Escalate significant risks for review by senior management and external advice, if required.



4. Data Protection

- Lead on data protection and privacy matters in GA with support from the SFCT data protection network.
- Maintain and evolve GA's data protection framework.
- Promote awareness and good practice.

5. Monitoring and Reporting

- Maintain a central database to capture key information on contracts and other agreements across all GA operations for monitoring purposes.
- Develop new initiatives to improve reporting metrics and integrate with other elements of operational processes.
- Provide regular status reports to the Operations & Finance Director on GA's performance in handling its contracting needs.

6. People Leadership and Capability Development

- Provide effective and supportive leadership and direction of the contracts team, including performance management to meet agreed objectives, provide high quality support to GA teams and support career development.
- Ensure each team member has targeted objectives that are in line with overarching GA aims, providing coaching and mentoring to staff as appropriate.
- Foster a collaborative, high-performing and professional team culture.



7. Member of the GA Leadership Group (LG)

- As a member of the Leadership Group, this role will enable (i) collective and consistent leadership from GA's leaders; (ii) GA to listen and communicate more effectively; and (iii) peer-to-peer support and the sharing of expertise across GA.
- The post-holder will champion effective role modelling and providing cohesive leadership, in a collegiate style, in a culture of sharing and learning. They will drive innovation and change, while creating a platform for staff growth, innovation and empowerment.

8. Additional Responsibilities and Continuous Improvement Initiatives

- Participate periodically in relevant office or organisation-wide projects as required.
- Stay updated on changes in contract law, charity law, industry-specific regulations and best practices in order to continuously improve the contractual processes within the organisation.
- Check the quality and appropriateness of GA's contracting documents and monitor contractual obligations to minimize legal risks.
- Design tools and processes to improve contracting effectiveness, including non-standard terms and complex contracts.

Person Specification

I. Qualifications & Experience

Essential

- Relevant Degree or similar qualification.
- Qualified solicitor or barrister.
- Substantial experience in drafting commercial contracts.
- Experience in handling the development and operation of contract management systems.
- Experience of being an effective coach and mentor in developing others' capacity.
- Working knowledge of data protection principles and the development of appropriate data protection systems.
- A proven track record of working as a business partner trusted by senior management.

Desirable

- Experience in advising on English charity law.
- Experience of grants management and reviewing grant terms as donor and/or as recipient.
- An understanding of developing collaboration agreements in both private and not-for-profit sectors.
- Experience of organisations with operating locations in Africa.
- Exposure to international or multi-jurisdiction legal work.
- Experience working with or managing external legal counsel across different geographies.
- Computer literacy and proficiency in Microsoft Office software including Word, Excel, Outlook, and PowerPoint.



Competencies

- Strong analytical and problem-solving ability, with a pragmatic approach to managing risk whilst enabling the work of our programmes.
- Excellent planning and organisational skills, able to manage competing priorities.
- Ability to develop effective working relationships with colleagues across teams.
- Ability to understand and respond to the needs of programme teams and stakeholders.
- Rigorous attention to detail. Committed to achieving the highest quality in all aspects of the role.
- Team player, able to work collaboratively and develop effective working relationships with internal and external stakeholders.
- Ability to balance legal risk with organisational delivery, applying sound judgement in complex and ambiguous situations.
- Strong communication skills, with the ability to translate legal concepts into practical guidance for non-legal stakeholders.
- Able to connect legal considerations to wider organisational priorities and objectives.



Personal Attributes

- Commitment to Gatsby Africa's mission and values.
- A self-starter who demonstrates initiative and resilience in fast-paced, complex environments.
- Culturally sensitive and able to work across diverse teams.
- High ethical standards, sound judgement and personal integrity.
- Collaborative style that empowers teams and builds capacity.
- Good judgement, including knowing when to seek advice or escalate, balancing organisational autonomy with appropriate governance expectations.
- Able to work effectively in a dynamic and evolving environment.



Our Values

Our set of core values that serve as the foundation for the culture we strive to foster.

Dream

Ambitious - We are deliberately ambitious – seeking transformational change and creating sectors of the future.

Innovative - We are innovative- prepared to take calculated risks and pioneer innovations with our partners to achieve our aims.

Discover

Empathy - We work with empathy and humility, knowing that we can only be successful if others own the solutions.

Learning - We always seek to learn - always curious to understand why things do or do not work.

Deliver

Collaborative - We are a collaborative organisation – knowing we can only achieve our aims when we work with others, and we build local ownership.

Delivery - We maintain a delivery focus - holding ourselves to the highest standards and knowing that everything we do must be focused on bringing meaningful change that lasts and doing so in the most efficient and cost-effective way possible.



Diversity, Equity and Inclusion

Diversity, equity and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

Safeguarding

We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.



How to Apply

Interested?

If you meet the criteria outlined above and would like to apply for the role, please submit:

- An up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages)
- A cover letter

Your cover letter should be no more than one page long. It should explain why you are interested in this opportunity and Gatsby Africa, and how your skills and experience make you a good fit. Bullet point cover letters will not be considered.

To apply, please email the above to **Hayley Posner** at **Marsden Group**, who are partnering with for this recruitment - hayley.posner@marsdengroup.com or alternatively you can [apply via LinkedIn](#).

Indicative Timeline

Closing date for applications: 10 April 2026

First round of interviews: w/c 27 April 2026

Final interviews: w/c 4 May 2026

Selection process

Only shortlisted candidates will be contacted.

If you encounter any problems with the application process, contact **Hayley Posner** - hayley.posner@marsdengroup.com.

