

Company Secretarial Assistant

Reporting to: *Assistant Company Secretary*
Department: *Governance*
Location: *London, UK*
Contract: *Full time, Permanent*

We don't just collect data, we connect data. YouGov is an international data and analytics group with the ambition to become a unique part of the global internet infrastructure - like Google for search, Facebook for social, Amazon for retail, we want it to be YouGov for opinion. Our value chain is a virtuous circle consisting of a highly engaged online panel, innovative data collection methods and powerful analytics technology. From the beginning we had one simple idea: the more people are able to participate in the decisions made by the institutions that serve them, the better those decisions will be. We are a global online community for millions of people, and thousands of organisations, to engage in a continuous conversation about their beliefs, behaviours and brands, and provide a more accurate portrait of what the world thinks. We are searching for a Legal Contracts Manager to support the design, implementation and ongoing functioning of Group-wide legal contracts management processes.

What will I be doing day to day?

- Contributing to the design and implementation of a new contracts management processes for the YouGov Group globally - including the roll-out of new template contracts, electronic signatures, and filing systems - and then managing the ongoing function of the processes.
- Under the guidance of the Head of Legal, reviewing various legal contracts including Master Service Agreements, Confidentiality / Non-Disclosure Agreements, Data Processing Agreements and associated Amendments, Renewals and Statements of Work.
- Analysing and reporting on potential risks involved with specific contract terms, bearing in mind YouGov's standard terms, policies and acceptable risk standards.
- Ensuring contracts are signed by the appropriate parties and execution copies are filed.
- Explaining contract terms to non-legal colleagues.
- Supporting and championing all aspects of legal practice with the business
- Helping to instil a culture of effective contract management throughout the Group.
- In time, the right candidate will be given lots of autonomy and responsibility and be expected to draft, review and negotiate client contract amendments.

What do I need to bring with me?

- At least 5 year's work experience as a Contracts Manager or relevant role
- Educated to Bachelor Degree level
- GDL or LPC desirable but not essential
- Experience of advising on commercial contracts, with a pragmatic and commercial approach

Small Print

Please note that this is not an exhaustive list, and we need you to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the business' needs. YouGov therefore reserves the right to vary your job description in consultation with you.



- Excellent organisational skills and attention to detail
- Experience of change-management and setting up legal processes highly desirable
- Experience of working across multiple jurisdictions
- Foreign language skills highly desirable
- In-house experience (although candidates from either private practice or in-house are encouraged to apply)
- Willingness to work flexible hours as required (due to the international scope of the role)
- Ability to work alone and as part of a small team
- Ability to work to tight deadlines and to manage competing demands from different stakeholders
- Experience in (or an interest in) IP, technology and data protection

Some additional information . . .

This is a full time role based at our head office in super-cool Old Street. As this role is supporting the group business, we are looking for someone that has flexibility around supporting various time zones.

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