

Part Time Legal Professional – Peoplesafe

Supporting the Revenue Operations Director

Location: Epsom / Hybrid

Department: Revenue Operations / Legal

Employment Type: Part time (hours flexible)

About Peoplesafe

Peoplesafe is a global leader in personal safety technology and a high growth, recurring revenue business. Our mission is to protect people and empower organisations with innovative safety solutions. As we scale, we are strengthening our commercial governance and contract management capabilities to support sustainable growth, excellent customer service, and strong risk management.

This new part time role will provide vital legal and contractual support to the Revenue Operations Director and wider commercial teams.

Role Overview

We are seeking a Part Time Legal Professional to support the Revenue Operations Director in managing customer contracts, identifying and mitigating commercial risks, and ensuring Peoplesafe's legal position is maintained while enabling efficient, customer friendly contracting.

This role will work closely with Sales, Customer Success, Finance, and senior leadership to ensure contracts are fair, compliant, and aligned with business objectives. You will support negotiations, draft and review contractual terms, and help maintain strong governance across Peoplesafe's contract portfolio.

Key Responsibilities

Contract Review & Negotiation

- Review new customer contracts, ensuring alignment with Peoplesafe's legal standards and commercial objectives.
- Assess customer requested amendments to Peoplesafe's standard terms or framework agreements.

- Identify and advise on commercial, operational, and legal risks within proposed terms.
- Recommend balanced, commercially practical solutions to support mutual agreement between contracting parties.
- Support or lead on negotiation of contract terms, ensuring clarity, fairness, and low risk to the business.

Drafting & Documentation

- Draft updates to Peoplesafe's standard terms and conditions, ensuring they remain compliant, clear, and commercially robust.
- Draft and maintain negotiated terms, addendums, and contract variations.
- Provide written legal and risk guidance to senior management and commercial teams.

Contract Governance & Systems

- Oversee and maintain contracts within the CRM or contract management system, ensuring version control and document integrity.
- Produce and manage contract summaries for all non standard contracts, ensuring that complex or negotiated agreements are clearly distilled for internal stakeholders.
- Support the development of contracting processes, including templates, approval flows, and internal guidance.

Cross Functional & Customer Engagement

- Work collaboratively with Sales, Customer Success, Finance, and Operations to support contract related queries.
- Liaise directly with customers or their legal teams to resolve contractual matters.
- Provide clear, concise contract guidance to senior management and non legal stakeholders.

General Legal Support

- Support the Revenue Operations Director with ad hoc legal and commercial queries.

- Assist with risk assessments, compliance-related reviews, and other legal governance activities.

Skills & Experience

Essential

- Experience in reviewing, drafting, and negotiating commercial contracts.
- Strong understanding of commercial and legal risk in a B2B environment.
- Ability to communicate legal concepts clearly to non legal stakeholders.
- High level of attention to detail, accuracy, and professional judgement.
- Excellent organisational skills; intuitive, punctual, and reliable.
- Ability to work collaboratively across teams and maintain strong stakeholder relationships.
- Comfortable interacting with customers and senior leadership.

Desirable

- Experience working within a SaaS, technology, or recurring revenue business.
- Familiarity with framework agreements, service contracts, and subscription based models.
- Experience managing contracts within a CRM (e.g., Salesforce).
- Legal qualification (solicitor, legal executive, or experienced commercial paralegal).

Personal Attributes

- Commercially minded, pragmatic, and solution orientated.
- Confident, approachable, and collaborative.
- Able to remain calm and clear thinking under time pressure.
- Proactive in identifying risks and recommending improvements.
- Strong integrity, discretion, and a commitment to high professional standards.

What We Offer

- Competitive salary aligned to experience and market benchmarks.
- Hybrid working model, providing flexibility while staying connected with colleagues.
- Generous annual leave entitlement, plus your birthday off and an additional Well-Being Day to recharge.
- A comprehensive company benefits package, including pension, health and wellbeing initiatives, and employee support programmes.
- Opportunities for career growth and professional development in a high performing, mission-driven organisation.
- A collaborative, supportive environment where your insights directly contribute to commercial decision-making and business performance.