# DIRECTOR OF LEGAL & RISK AND COMPANY SECRETARY

## POSITION DESCRIPTION

**DATE APPROVED: NOVEMBER 2026**

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| Organisations: | Adara Development (all members), Adara Advisors Pty Limited and Adara Partners (Australia) Pty Limited |
| Location: | Sydney, Australia |
| Employment status: | Full time |
| Reports to: | Reporting to the Chief Executive Officers (CEO) of Adara Development and the Adara businesses |
| Direct reports: | Legal interns, Senior Risk & Compliance Manager |

## OVERALL JOB GOALS

The Director of Legal & Risk and Company Secretary is responsible for:

- the development and delivery of legal strategy within the broader Adara Group strategy, goals and objectives as determined by the CEOs and Global Leadership Team (GLT),
- the provision of high quality and timely legal, compliance, risk, governance and transactional advice and support to the Adara Group globally, which strikes an appropriate balance between the risk appetite of the Adara Group and the achievement of its strategy, goals and objectives; and
- overseeing the risk function to support the long-term success and sustainability of the Adara Group.

The Director of Legal & Risk and Company Secretary will report to and work closely with the CEOs of Adara Development and the Adara Businesses (and/or other nominated manager(s)). As Company Secretary, they will also work with the Boards of Directors and Trustees of the Adara Group.

## KEY RESPONSIBILITIES

**Legal**

- Managing the day-to-day legal operations for the Adara Group globally.
- Ensuring legal compliance with all relevant regulations in each jurisdiction – Australia, Bermuda, USA, Uganda, Nepal, and the UK.
- Building and managing a panel of pro-bono legal support from leading external law firms.
- Anticipating and identifying emerging legal and regulatory issues and working with the CEOs, GLT and other team members to develop and implement legal strategies and solutions.
- Managing global legal risk having regard to, amongst other things, regulatory change, good corporate governance and Adara Group operating structures.
- Supporting the Adara Partners' transaction team and Panel Members, as needed.
- Providing advice in relation to a wide range of international and Australian laws and regulatory policy, including Australian financial services laws.
- Preparing, reviewing and negotiating a wide range of agreements for Adara Development and the Adara Businesses, including engagement letters, partnering agreements, grant agreements and vendor supplier relationships.
- Managing the global insurance programme, to ensure appropriate and competitive insurance cover is maintained globally for Adara Development and the Adara Businesses.
- Providing training to Adara Group staff on relevant legal and regulatory topics.

**Risk**

- Provide strategic oversight of Adara's enterprise risk management framework, ensuring that key risks are identified, assessed, monitored and managed in a manner consistent with the organisation's risk appetite and strategic objectives.
- Oversee the effectiveness of Adara's risk, compliance and safeguarding programmes, receiving regular reports on key risks, emerging issues and mitigation activities, and escalating material matters to the CEOs, Global Leadership Team and Boards as appropriate.
- Overseeing the compliance reporting associated with civil society, sector or industry peak body memberships.

**Governance and Board**

- Acting as Company Secretary or Secretary (as applicable) of all Adara Group entities.
- Ensuring all governance obligations are met.
- Preparing, collating, uploading and distributing Board papers via Board Pro.
- Preparing and presenting the Legal and Risk Reports for the Adara Development Board meetings.
- Assisting in the organisation and running of governance meetings (board and annual general meetings).

**Team management**

- Lead, support and develop Adara's legal and risk team, including the Legal interns and Senior Risk and Compliance Manager, so they are motivated to do their best work, have continuous opportunities for growth, and understand their workload and responsibilities.

## EXTERNAL ROLES AND RELATIONSHIPS

- Managing, building relationships with, and instructing our strategic legal partners.
- Acting as Money Laundering Control Officer (or equivalent) in relevant jurisdictions.
- Acting as Data Protection Officer (or equivalent) in relevant jurisdictions.

## COMPETENCIES (INCLUDING QUALIFICATIONS AND EXPERIENCE)

- A minimum of 8 years PQE, at a leading law firm and/or in a well-established in-house team, with exposure to and experience handling a range of complex corporate and commercial matters.
- Admitted to practice in Australia and holding or eligible for a corporate legal practitioner practising certificate.
- Strong understanding of Australian corporate law and the Australian financial services regulatory environment.
- Company Secretarial experience.
- Strong analytical, drafting and negotiation skills and proficiency in developing and implementing legal strategies in a commercial context.
- Superior problem-solving ability and the ability to negotiate successful outcomes in potentially challenging circumstances.
- Strong organisational, negotiation and project management skills.
- Ability to be big picture in dealing with strategic matters, while also having a high level of attention to detail.
- Excellent communication skills (verbally and in writing), including the ability to explain complex legal issues in plain English, often to people for whom English is a second language.
- A proactive, positive and energetic approach.
- Ability to develop strong relationships both internally and externally and engage with various stakeholders.

- Ability to delegate appropriately, and to coach and mentor staff.
- A commitment to the concept of business/not-for-profit partnership.
- A passion for social justice and for making a difference in the world.
- Flexibility, creativity, openness, kindness, integrity, fairness and an in-depth hands-on approach.

## KEY CONTACTS

- **Internal Contacts**
  - Staff at all levels in all locations

- **External Contacts**
  - Panel Members, business clients, external counsel, senior executives from other organisations, donors, suppliers, partners, regulators

## LOCATION

We support hybrid working at Adara, allowing all team members the flexibility to work from home as well as from our physical office space. The successful candidate will be expected to work from both a home office environment, and attend our physical office space in Sydney at least two days per week with their team.

**The Adara Group is a child safe organisation**

# THE ADARA GROUP
# OUR CULTURE AND VALUES

## WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

### COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

### TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

### MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

### INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

### PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

### UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different