



NYETIMBER

PRODUCT OF ENGLAND



Group Head of Legal

- LOCATION:** Nyetimber Group London office, with travel as required.
- REPORTS TO:** CEO and dotted line to COO – or anyone else that the company assigns
- RESPONSIBLE FOR:** No direct reports
- COMMUNICATORS:** Position works with the Group production teams including the Head Winemaker, Whisky Maker, Estates Operations Manager, Business Services, Finance teams, HR team, Group Head of Brand, Group Sales Director, external regulatory bodies and third-party suppliers and partners.
- MAIN PURPOSE:** As Group Head of Legal, you will lead the company’s legal function, providing expert advice across a broad range of issues, with a strong focus on compliance, governance, risk management, and relationship-building. You will take ownership and accountability for delivering professional, practical legal guidance, establishing frameworks, and ensuring effective legal and regulatory compliance. The role emphasises in-house advice, with external counsel engaged only for specialist matters, balancing risk.

VALUES & MOTIVATORS:	<p>PIONEER Nyetimber Group is the pioneer of English Sparkling Wine and Single Malt Whisky. To be a pioneer means ‘to not follow’ and this spirit is central to how we all think and operate when setting out plans and direction for the brands.</p>	<p>EXCEPTIONAL Exceptional goes beyond wine making, it extends to every touch point of the brand. At every possible opportunity Nyetimber and The Lakes should differentiate themselves with faultless and high-quality execution and service.</p>	<p>JOIE DE VIVRE A feeling of joy, happiness, and sophisticated love of life that will give us an emotional connection to our customers around the world.</p>
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- RESPONSIBILITIES:**
- General**
- Develop and implement the Group’s legal strategy aligned with business objectives.
 - Ensure legal compliance and effective management of legal risk across the business.
 - Advise the leadership team on legal matters impacting business development, performance, and strategic initiatives.
- Internal legal management incl. contract support**
- Function as the primary point of contact for employees on legal and compliance matters.
 - Develop, maintain, and optimise legal frameworks for contracts, enabling internal teams to manage routine agreements independently while mitigating risk.
 - Review and provide oversight on complex contracts, including land, building, company acquisitions, construction projects, and valuation agreements, collaborating closely with the CEO, COO, Managing Director, and other key stakeholders.
 - Prepare, monitor, and manage the legal budget, including oversight of external law firms and conducting RFPs as required.
 - Drive the adoption of legal technology solutions, including AI tools and contract management systems, to enhance efficiency, compliance, and risk management.

Management of external counsel

- Serve as the first point of contact for external legal and compliance inquiries.
- Engage and manage external counsel for specialist matters, including approving terms of reference and contractual terms, and ensuring value for money.

Corporate law

- Provide legal guidance on corporate governance, including Group structure, shareholder matters, board responsibilities, and statutory compliance.
- Advise on any mergers, acquisitions, joint ventures, and corporate reorganisations, ensuring all legal and regulatory requirements are met.
- Oversee corporate documentation, including articles of association, board resolutions, shareholder agreements, and filings with Companies House or relevant authorities, in conjunction with the Company Secretary.
- Support financing arrangements and loan agreements, protecting the Group's interests.
- Ensure all corporate decisions and transactions are legally compliant and aligned with the company's strategic objectives, taking external advice where needed.

Data and privacy

- Provide strategic oversight and expert advice on data protection and privacy laws across the UK, EMEA, and other jurisdictions, ensuring compliance with GDPR, the UK Data Protection Act, and regional equivalents.
- Develop, implement, and maintain data protection policies, procedures, and governance frameworks to protect personal and sensitive data across all business functions.
- Advise on data processing agreements, vendor and third-party contracts, and cross-border data transfers, minimizing risk.
- Support HR, marketing, e-commerce, and IT teams in implementing privacy by design and compliance in operational processes, including new platforms, tools, and initiatives.
- Lead the management of data subject access requests (DSAR), breach investigations, regulatory notifications, and audits.
- Conduct regular compliance reviews, risk assessments, and staff training on data protection and privacy matters.
- Function as the primary point of contact for regulatory authorities on data protection issues and advise the leadership team on emerging privacy regulations and trends.

Intellectual Property and Product

- Manage intellectual property (IP) matters, including trademarks, domain names (in conjunction with Group Head of IT), and infringement actions, working alongside the Group Head of Brand, to ensure brand protection.
- Lead IP strategy, ensuring alignment with business objectives, brand positioning, and product development, seeking external counsel where required.

HR, Legislations and Compliance

- Partner with the Group HR Director on employment law matters and compliance initiatives, including Modern Slavery, Anti-bribery, Working Time Directives, GDPR, and tax compliance.
- Monitor changes in legislation and industry regulations, including wine and alcohol laws, advertising, packaging, and labelling requirements, and implement appropriate actions.
- Liaise with regulatory and industry bodies (e.g., HMRC, Customs & Excise, WineGB, WSTA, DEFRA, SEDEX, Home Office, Natural England) on legal and compliance matters.
- Establish and oversee procedures to ensure sound corporate governance and compliance with statutory reporting, filing, and documentation requirements.
- Develop systems to ensure adherence to company policies, legal obligations, and statutory requirements, including health and safety, consumer regulations, and marketing standards.

Project work including disputes

- Lead the legal aspects of key company projects, including acquisitions, joint ventures, corporate reorganisations, property and construction projects, and new market or product launches, ensuring alignment with strategic objectives and risk management.
- Oversee dispute resolution and litigation matters, providing strategic direction and managing relationships with external counsel as required.

**QUALIFICATIONS &
EXPERIENCE:**

- A qualified solicitor holding a current practising certificate for England and Wales.
- Extensive experience across a broad range of legal matters, particularly in Corporate, Data Protection, HR, and Project/Transactional support.
- Comprehensive knowledge of UK company law, ideally with experience in regulated environments.
- Proven strategic ability, with a track record of providing effective, commercially minded advice across diverse matters, ideally within the drinks, luxury, or consumer sectors.
- An initiative-taking, creative thinker with vision and drive, able to translate legal implications into practical commercial solutions.
- Advanced negotiation skills, capable of achieving desired outcomes in complex situations.
- Excellent drafting and attention to detail, including the ability to operate effectively under pressure.
- Strong verbal and written communication skills, with the ability to influence stakeholders at all levels.
- Experience managing budgets, resources, and timelines effectively.
- Ambitious, driven, and positive personality with a strong “can-do” attitude.

To apply for this role, please email our HR team [here](#)