



CANDIDATE BRIEF: DEVELOPMENT OFFICER

About Fair Trials

Fair Trials is an international non-profit organisation that campaigns for fair, equal and just criminal legal systems. We have 20 staff across offices in London, Brussels and Washington DC.

Fair Trials International

Fair Trials International is a UK registered charity and the Fair Trials head office, leading on our international campaigns and the development of new work beyond the European Union as well as providing support to the regional offices.

Salary and conditions

The post of Development Officer is full time (37.5 hours per week). The gross salary is £28,000 to £38,000 per year subject to experience. The role is based in London and remote working is possible.

To apply

Please send a CV and covering letter electronically to recruitment@fairtrials.net **no later than 12.00 GMT on Sunday, 28th August**. Applications received after this will not be considered. Please clearly include your name and "Development Officer" in the subject field of the email.

Your CV and cover letter should include:

- Your name and contact details.
- Your educational history and employment history, including all significant qualifications, posts and/or voluntary roles you have held with dates, the names of the organisations, and descriptions of your main duties. If you are currently or recently employed, please include your present or most recent salary, and your contractual notice period. Please explain any significant gaps (e.g. as a result of parenting/caring roles, career-breaks, self-employment, etc) including relevant skills/experience gained during these periods.
- An explanation of why you would like the job and how you meet the requirements of the Job Description.
- The names and contact details of two referees able to confirm the information in your application and ideally also able to comment on your relevant professional/voluntary experience, who may be contacted if you are short-listed. We will not contact your referees without informing you first.

- Information about how you learned of the post.

If you have any queries, please send them to the same email address or call Rosalyn Bell on +44 (0)20 7822 2370.

The selection process

Interviews for short-listed candidates being held will be held remotely during week commencing 12th September via Zoom.

Fair Trials is conducting this appointment on equal opportunity principles and will welcome applications from candidates who can fulfil the requirements of the post irrespective of race, nationality, gender, sexual orientation, age or disability.

The personal data which you have provided, and which we may request, in connection with your application, will not be retained beyond 12 months should your application be unsuccessful. If you are appointed, your personal data will only be used for the purposes of human resources management.