



## **JOB DESCRIPTION**

POST TITLE:	Legal and Policy Officer
RESPONSIBLE TO:	Head of Legal and Policy (Brussels)
LOCATION:	Avenue Brugmann 12A, 1060 Brussels Belgium
HOURS	Full time (38 hours per week). Evening and weekend work will be required from time to time. Remote and part time candidates will be considered on a case to case basis.
SALARY	€35,000 - €40,000 (including 13th month and holiday pay) plus benefits

## **PURPOSE**

As a member of the Legal and Policy team:

- Coordinate Fair Trials Legal Expert Advisory Panel (LEAP) network in Europe to maximise its impact in advancing the organisation's mission;
- Conduct legal and policy research across jurisdictions in Europe in relation to criminal justice systems, policing, and artificial intelligence
- Devise and manage legal reform projects involving research, partnership, support for litigation, and advocacy
- Support Fair Trials' advocacy at EU and domestic European levels

## **RESPONSIBILITIES**

### **Management of the Legal Experts Advisory Panel (LEAP)**

Working with the Head of Legal and Policy in Europe and LEAP Advisory Board to develop a strategy for our European network which actively engages members in advancing Fair Trials' mission.

Implementation of the strategy, working with the rest of the Fair Trials team, including:

- Management of the European Commission grant including leading on reporting and periodic grant-renewal applications;
- Ensure an appropriate two-way information flow between Fair Trials and LEAP, Board, including on emerging issues across Europe which impact Fair Trials' mission;
- Coordinate LEAP events, including the LEAP annual conference;
- Coordinate the activities of LEAP working groups on specific topics;

## **Advocacy**

Work with other members of Legal and Policy team to:

- Support the development of well-informed, compelling and coherent positions for Fair Trials and the LEAP network;
- Engage LEAP in Fair Trials' advocacy;
- Create and manage collaborative relationships with other advocacy stakeholders, including partner organisations and networks, as well as policy makers and their advisers;
- Produce high-quality reports and policy and campaign materials;
- Organise and participate in conferences and other external events to advance Fair Trials' position on key areas for advocacy.

## **Research**

Directly and with other members of the Legal and Policy team:

- Develop and demonstrate expertise in Fair Trials' legal and policy work;
- Lead on specific areas of legal and policy research, particularly on issues related to data and technology in criminal legal systems;
- Produce high quality written work based on research.

## **Project Management and Development**

Directly and through other members of the Fair Trials' team:

- Coordinate and implement various multi-country and multi-partner projects, including ensuring timely delivery of high-quality project outputs, organising and chairing events, and assisting with the financial and narrative reporting to project donors, including the European Union;
- Working with the Legal and Policy and Development teams to develop new areas of work for Fair Trials, including development initiatives and concepts for funded project work;
- Contribute to the development and drafting of fundraising applications for Fair Trials' work (in cooperation with the Development team).

## **Person Specification**

### **Essential**

- Experience of human rights and/or criminal justice advocacy and movement-building, preferably in a transnational context
- Experience of project management, ideally of those funded through EU grants
- Fluency in English
- Ability to communicate accurately and persuasively both verbally and in writing.
- Practical organisational and logistical management skills
- Proven ability to build and maintain effective relationships with people across and beyond the organisation
- The ability to work well under pressure, and to absorb and articulate clearly new information quickly

- Excellent time management and the ability to work proactively and independently
- High degree of attention to detail, particularly in producing written communications
- A team player and willingness to be flexible according to the current demands of the organisation
- Must have permission to work in Belgium

**Desirable**

- Experience of working under and applying for European Commission grants.
- Specific expertise on data and technology in criminal legal systems is an advantage.
- Knowledge of another European language, particularly French is an advantage.

**Feb 2023**