



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Legal Officer
<b>RESPONSIBLE TO:</b>	Senior Legal Advisor
<b>LOCATION:</b>	Avenue Brugmann 12A, 1060 Brussels Belgium
<b>HOURS:</b>	Full-time (38 hours per week). Evening and weekend work will be occasionally required. Remote and part-time candidates will be considered on a case-to-case basis.
<b>SALARY:</b>	€35,000 - €45,000 (including 13th month and holiday pay) plus benefits

### **ROLE SUMMARY**

Fair Trials coordinates an active EU-wide network of over 200 criminal justice and human rights experts: the Legal Experts Advisory Panel, LEAP.

Fair Trials is seeking to continue to shape and support the response to emerging developments and challenges in the field of criminal justice across the European Union, while strengthening and enhancing its international comparative portfolio of work.

### **POSITION RESPONSIBILITIES**

Working in close coordination with the line manager:

#### Strategy and Fundraising

- Develop, in consultation with line manager and CEO, a yearly action plan.
- Work with the Legal and Development teams to identify new areas of work for Fair Trials, including 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).

### Research and advocacy

- Design and conduct legal and applied research across jurisdictions in Europe based on identified priorities within the design and functioning of criminal justice systems (topics include but are not limited to flight risk and pre-trial detention, legal counsel, investigative interviewing, evidence derived from artificial intelligence and from torture, cross-border cooperation).
- Based on research and partnerships, coordinate Fair Trials work on advocacy and technical support to state authorities and civil society organisations in Europe.
- Develop advocacy communications campaigns with the support of the Communications team.
- Provide input into Fair Trials comparative research and advocacy across jurisdictions.
- Take the lead in drafting relevant documents (technical or advocacy) on key issues of relevance to Fair Trials portfolio of work.
- Support the organisation of training, workshop and advocacy events, awareness-raising campaigns, and other events to share best practice and lessons learned.

### Management

- Manage assigned EU-funded projects, including leading on reporting and periodic grant-renewal applications with the support of the Finance team.
- Coordinate the Legal Experts Advisory Panel -LEAP, including membership, thematic priorities, and activities to facilitate dialogue, learning opportunities, and ideas generation.
- Coordinate the selection process and management of interns.

### Leadership

- Build and maintain contacts and ensure coordination with partners in Europe.
- Coordinate Fair Trials work on advocacy and technical support to state authorities in Europe.
- Act as Fair Trials focal point with local authorities, civil society organisations and donors.
- Participate in relevant thematic forums, workshops, and events to disseminate Fair Trials work.

## **PERSON SPECIFICATION**

- A degree in law, international human rights, or criminal law.
- Strong familiarity with European law and institutions.
- At least five years of professional experience working on legal and policy issues.
- Experience in project management.
- Proficiency in English and legal drafting.
- Experience interacting and working with civil society organizations and /or academia.
- Experience interacting with state representatives and judicial entities.
- Experience in designing and delivering workshops/conferences/training.

### Other requirements

- Professional demeanour, strong work ethic, and excellent verbal communication.
- Robust planning and organisation skills, a strong sense of initiative, ability to identify priorities, and adjust plans and actions as necessary.
- Strong attention to detail and analytical rigour.
- Ability to work independently and to deliver high-quality work including under tight deadlines.
- Strong team skills.
- Must have permission to work in Belgium.