



## **CANDIDATE BRIEF**

### **Assistant Legal and Policy Officer**

#### **About Fair Trials**

Fair Trials is an international human rights NGO, which exists to build respect for the human right to a fair trial in criminal cases. We have grown gradually over the past five years and have an established track-record as a trusted voice on criminal justice. We have 20 staff across offices in London, Brussels and Washington DC, and are in the process of increasing the reach of our work in the UK.

#### **Salary and conditions**

This is a six-month, full-time post (35 hours per week, but flexible working hours can be agreed). The gross salary is £22,000-27,000 per year. The role is based in London, but remote working is possible, where needed.

#### **To apply**

Please send a CV and cover letter electronically to [recruitment@fairtrials.net](mailto:recruitment@fairtrials.net) **no later than 9 May at 23:59 (BST)**. Applications received after this will not be considered. Please clearly include your name and "Assistant Legal and Policy Officer" in the subject field of the email.

Your CV and cover letter should include:

- Your name and contact details.
- Your educational history, including universities/colleges attended with dates and significant qualifications obtained.
- Your employment history, including all significant posts you have held – with dates, the names of the employers, and a description of the main duties, together with your present or most recent salary, and your contractual notice period. (You should also explain any significant gaps, e.g. covered by travelling, self-employment etc.).
- An explanation of why you would like the job; the qualities you would bring to it; how you would approach the task if you were awarded the post.
- The names and contact details of two referees who know your work, who may be contacted if you are short-listed.
- Information about how you learned of the post.

If you have any queries, please send them to the same email address.

**The selection process**

We will aim to inform short-listed candidates by 14<sup>th</sup> May, with interviews for short-listed candidates being held remotely during week commencing 17<sup>th</sup> May.

Discrimination is systemic in criminal justice systems across the globe and we believe diversity at Fair Trials will make us more effective at fighting injustice. We are actively seeking a diverse applicant pool and encourage candidates of all backgrounds to apply, including people with lived experience of criminal justice.

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.