



JOB DESCRIPTION

POST TITLE:	Assistant Legal and Policy Officer
RESPONSIBLE TO:	Legal Director (UK & International)
LOCATION:	Fair Trials 5 Castle Road London, NW1 8PR (remote working where needed)
HOURS	Full time (35 hours per week) Evening and weekend work will be required from time to time. Flexible working hours can be agreed.
SALARY	£22,000-27,700

PURPOSE

To assist Fair Trials' Legal and Policy team in London in all aspects of its work, and to contribute to Fair Trials' work across offices. Fair Trials aims to advance fair trial rights in the UK and internationally through research, strategic litigation, advocacy and policy work, coalition building, training and capacity building. It is expected that this will include work in England and Wales on access to a lawyer in police custody, the overuse of pre-trial detention, trial waiver systems, and the digitalisation of criminal justice.

RESPONSIBILITIES

Research and Advocacy

Legal and policy research to develop policy positions, and for publications such as reports and news pieces, training and meeting materials, and funding applications for new projects.

Monitoring domestic legal and policy developments.

Drafting, editing, and disseminating briefings, reports, communique, meeting and training materials.

Strategic litigation

Monitoring regional and domestic courts to identify opportunities for litigation which will further Fair Trials' strategic aims.

Supporting the production of third-party interventions, amicus curiae briefs and applications to the European Court of Human Rights, international bodies and criminal justice monitoring bodies.

Assisting with the development and documentation of individual cases for public campaigns, policy submissions and/or impact litigation.

Project Coordination

Supporting the Legal and Policy team in the delivery and coordination of projects, including coordination with project partners, meetings, production of meeting notes, and provision of logistical support.

Working with the Development and Finance & Operations Team on the management of legal and policy projects, contributing to the drafting of funding applications and funder reports.

Networks and Communications

Working with the Communications team on public campaigns and communications about Fair Trials' work.

Supporting the logistics, planning and delivery of events and meetings.

Broadening Fair Trials' network and building coalitions.

Other

Carrying out administrative and logistical tasks.

Planning events.

Carrying out any other duties commensurate with the post.

Promoting and implementing Fair Trials' equal opportunities policy in all aspects of work.

PERSON SPECIFICATION

Essential

Legal training to at least degree level.

Demonstrated enthusiasm and dedication to human rights and/or criminal justice reform.

Excellent legal analytical skills, including the ability to analyse legislation, policy proposals and legal decisions.

Excellent research skills.

Excellent practical and proactive organisational skills and creative problem-solving skills.

Fluency in English with excellent written and spoken communication skills.

Ability to understand new information quickly, with experience of working well under pressure, excellent time management, and the ability to manage competing priorities.

Conscientious, with close attention to detail.

A team-player and a willingness to be flexible according to the current demands of the organisation.

Must have permission to work in the United Kingdom.

Desirable

Master's degree level education or experience specialising in criminal law, criminology and/or human rights.

Knowledge of criminal procedural rights issues in England & Wales would be an advantage.

A good understanding of UK parliamentary and legislative procedure would be a distinct advantage.

Experience with campaigns, in voluntary, grassroots or professional organisations.

Experience organising events.

Experience with open-source research and investigation and/or Freedom of Information requests

Applicants with direct personal or familial experience of the impact of criminal justice systems are especially welcomed.

Fair Trials is an equal opportunity employer and values diversity. We strongly encourage applicants from all backgrounds to apply for this position.