

JOB DESCRIPTION

POST TITLE:	Legal and Policy Officer
RESPONSIBLE TO:	Legal Director (Americas)
LOCATION:	1110 Vermont Ave NW, Ste 500 Washington, DC 20005 (remote to begin; eventually to include frequent travel within the USA)
HOURS	Full time (35 hours per week) Evening and weekend work will be required from time to time.
SALARY	\$55,000 – 65,000 annual, salaried (negotiable for more experienced candidates)
OTHER BENEFITS	\$5,000 contribution to Health Insurance Premiums under a Qualified Small Employer HRA 25 days annual leave plus working days between Christmas and New Year if FTA closes.

PURPOSE

- Help spearhead the development of Fair Trials' work in the USA as a hub for a transnational movement dedicated to improving human rights protections in criminal justice systems worldwide.
- Develop relationships with criminal legal reform movement leaders across the USA and grow Fair Trials' impact in that space, by advocating for transnational learning and support for US movement actors.

AREAS OF WORK

Research and Advocacy

Working with the Legal Director and fellow Legal Officer (who focuses on Latin America) in Washington (and legal and policy colleagues in other offices) to:

- Develop expertise and demonstrate expertise on areas of Fair Trials' international legal and policy work and apply it to the US criminal legal reform context;
- Monitor local, state, and national legal developments to identify opportunities for Fair Trials to inform legislation and policies;
- Lead on specific areas of legal and policy research and advocacy activities, including by working with other NGOs, non-profits and legal experts;
- Produce high-quality reports and policy documents; and
- Timely delivery of funded project commitments.

Networks and Training

Working with the Legal Director in Washington (and other legal and policy colleagues in other offices) to:

- Build and maintain relationships with partner organisations in the US in the delivery of Fair Trials' legal and policy work;
- Organise and contribute to Fair Trials' networking activities and capacity building work including drafting written materials, chairing meetings and producing meeting reports; and
- Keep members of Fair Trials' networks and other key contacts informed about Fair Trials' law reform work and developments in strategic priority areas.

Campaigns and Communications

--Together with the Communications Director in London and the Legal Director in Washington, develop copy and strategies for multi-media campaigns aimed at advancing Fair Trials' advocacy objectives in the USA and growing our profile in the criminal justice reform movement.

--Represent FTA in the media, at conferences, before legislative bodies and other advocacy targets and in other public fora.

PERSON SPECIFICATION

Education

J.D. degree, bar admission not necessary but welcome. 0-5 years of post-grad work experience – professional or activism experience in the criminal justice reform movement may be substituted for post-grad work experience.

Experience

Must demonstrate deep understanding and experience of the criminal legal reform landscape in the USA. Knowledge of the various players and schools of thought in the reform movement. Direct personal or familial experience of impact of the criminal legal system especially welcome. BIPOC, LGBTQIA+ and people with disabilities encouraged to apply. FTA is an equal opportunity employer.

Work experience in criminal defense, civil rights and racial justice highly desired.

Organizing experience in the criminal legal sphere and/or in racial justice movements desired.

Experience designing, implementing and/or coordinating legal and policy-related programs at local, state or national level would be advantageous.

Critical appreciation of the value of international and comparative approaches to human rights and criminal justice is highly desired.

Experience of coordinating events, workshops and seminars desirable.

Skills

A deep understanding of fair trial issues, criminal law and international human rights.

Professional fluency in the English language required.

Excellent written and verbal communication skills, including the ability to convey complex technical issues clearly and succinctly to a non-expert audience.

Fluency with the language, players and issues central to criminal legal reform movements is advantageous.

Sophisticated legal analytical skills and the ability to scrutinise legislation, policy proposals and legal decisions and to grasp comparative legal and political cultures.

A sound understanding of the various methods by which campaigning organisations achieve change and experience in a policy related environment.

A team worker, able to build effective relationships and work collaboratively with people across, and outside, the organisation.

Ability to multi-task effectively, including having good planning and organizing skills, and to produce high-quality results under time pressure.

Ability to work independently and remotely and to lead development of new areas of work.

Flexible, creative and dynamic campaigners welcome.

Other

Willingness to travel across the USA, and occasionally beyond.

Right to work in the USA is required.

Fair Trials – September 2020