



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Legal and Policy Officer</b>
<b>RESPONSIBLE TO:</b>	<b>Senior Lawyer (Europe)</b>
<b>LOCATION:</b>	<b>Rue de la Pépinière 10A 1000 Brussels Belgium (with frequent travel across Europe and occasionally beyond)</b>
<b>HOURS</b>	<b>Full time (35 hours per week) Evening and weekend work will be required from time to time.</b>
<b>SALARY</b>	<b>EUR 38,000 to EUR 48,000 (including 13<sup>th</sup> month and holiday pay)</b>

## **PURPOSE**

- Serve as part of Fair Trials' team in Brussels and as a member of the wider Fair Trial's Legal and Policy team
- Contribute to Fair Trials' legal and policy work aimed at improving respect for fair trial rights in Europe through a wide range of legal and policy activities, including: research and advocacy, strategic litigation and case assistance, networking and training and capacity building
- Work with Fair Trials' Senior Lawyer to contribute to high-quality and coherent legal and policy outputs; with the Campaigns and Networks team to support effective communication about and engagement in Fair Trials' legal and policy work; and with the Development Team to develop project proposals, seek funding for and report to funders on projects run by the Legal and Policy team in Brussels
- Provide legal advice and support to members of the Legal Experts Advisory Panel ("LEAP"), a pan-European network of criminal justice experts managed by Fair Trials

## **RESPONSIBILITIES**

### **Research and Advocacy**

Directly and with other members of the legal and policy team:

- Develop and demonstrate expertise in all areas of Fair Trials' legal and policy work;

- Support the development of well-informed, compelling and coherent positions for Fair Trials and the LEAP network;
- Monitor national and regional legal developments in Europe, providing updates to LEAP members and identifying opportunities for Fair Trials and the LEAP network to inform legislation and policies;
- Lead on specific areas of legal and policy research and advocacy activities, including activities carried out in conjunction with partner organisations from across Europe and/or members of the LEAP network;
- Participate in conferences and other external events to put forward Fair Trials' position on key areas for advocacy;
- Develop and maintain relationships with policy makers and their advisers; and
- Produce high-quality reports and policy documents.

### **Strategic Litigation**

Directly and with other members of the legal and policy team:

- Develop strategies for European domestic and regional litigation which will further Fair Trials' and LEAP's strategic aims;
- Support LEAP members through the provision of advice and assistance to ongoing domestic and regional cases, including references for preliminary rulings to the Court of Justice of the European Union;
- Draft or coordinate the production of third-party interventions, amicus curiae briefs and applications to European human rights and criminal justice monitoring bodies;
- Provide advice and information for members of the public and contribute to the production and maintenance of notes of advice and information;
- Work with the Campaigns and Networks to identify, develop and document individual cases for public campaigns, policy submissions and/or impact litigation.

### **Training and Capacity Building**

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

- Implement various training programs aimed at reaching a wide range of criminal justice practitioners, including members of the LEAP network;
- Develop practice guides and other capacity building materials aimed at improving respect for the right to a fair trial across Europe;
- Support the work of Fair Trials' Campaigns and Communications and Development teams with legal analysis, advice and input to activities run by them;
- Delivery training courses to lawyers and other criminal justice experts on EU law.

### **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 and required financial and narrative reporting to project donors, including the European Union;
- Working with the Senior Lawyers, Campaigns and Networks Manager and Chief Executive to develop new areas of work for Fair Trials, including development initiatives (supported by core funding) and concepts for funded project work;

- Contribute to the development and drafting of fundraising applications for Fair Trials' work in Europe (in cooperation with the Development Team).

## **Networks**

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

- Build strong relationships with practitioners and legal experts across Europe, particularly members of the LEAP network;
- Build and maintain relationships with partner organisations and legal experts 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.

## **Communications**

Working with the Campaigns and Networks team to raise awareness of Fair Trials' legal and policy work including producing content for Fair Trials' website and publications.

Working with the Campaigns and Networks team on public campaigns, including: campaign planning, production of legal analysis and other materials on individual cases; reviewing campaign publications; and identifying target audiences.

Representing Fair Trials externally at policy meetings and conferences, through public speaking and written contributions in specialist publications and, as appropriate, in the media.

## **Other**

Carry out any other duties commensurate with the post.

Promote and implement Fair Trials' equal opportunities policy in all aspects of work.

## **PERSON SPECIFICATION**

### **Education**

Educated to at least degree level, ideally with relevant post-graduate qualification in human rights, criminology, EU and/or criminal law.

### **Experience**

Qualified lawyer with litigation experience required, ideally including significant post-qualification experience in criminal defence work and/or strategic litigation.

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

Experience managing grants from statutory donors and the development of funding applications to them, while not required, is also advantageous.

Experience of coordinating events, workshops and seminars would be desirable.

### **Skills**

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

Professional fluency in the English language required, with fluency in another European language a distinct advantage.

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

Excellent legal analytical skills and the ability to scrutinise legislation, policy proposals and legal decisions. A good understanding of EU legislative procedure would be a distinct advantage.

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.

### **Other**

Willingness to travel across Europe, and occasionally beyond.

Right to work in Belgium is required.

### **Fair Trials – August 2018**