



CANDIDATE BRIEF: 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 17 staff across offices in London, Brussels and Washington DC, and are in the process of increasing the geographical reach of our work.

Salary and conditions

The post of Legal Officer is full time. The gross salary is between \$55,000 – 65,000 per year (negotiable for more experienced candidates).

To apply

Please send a CV and cover letter electronically to recruitment@fairtrials.net **no later than noon on 20th October 2021**. Applications received after this will not be considered. Please clearly include your name and “Legal 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 as soon as possible. If necessary, a second round of interviews may be scheduled at a later date. All interviews will be held online.

Fair Trials is conducting this appointment on equal opportunity principles and will welcome applications from candidates who can fulfil the requirements of the post irrespective of race, nationality, gender, sexual orientation, age or disability.

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.

Sept 2021