



JOB DESCRIPTION

- POST TITLE:** Legal and Policy Assistant
- RESPONSIBLE TO:** Legal and Policy Officer
- LOCATION:** Rue de la Pépinière 10A
1000 Brussels
Belgium
(with occasional travel in Europe)
- HOURS:** Full time (38 hours per week). Evening and weekend work will be required from time to time.
- SALARY:** EUR 30.000 – 35.000 gross (including holiday pay and 13th month).

PURPOSE

To assist Fair Trials' Legal and Policy team in Brussels in all aspects of its work, and to contribute to Fair Trials' work across offices. Fair Trials aims to advance fair trial rights in Europe through research, strategic litigation, advocacy and policy work, coalition building, training and capacity building.

We will be hiring three legal and policy assistants to support our work in key areas, including racial disparities in criminal justice systems, procedural defence rights in the EU and Council of Europe, access to a lawyer in police custody, overuse of pre-trial detention, cross-border cooperation, trial waiver systems, digitalisation of criminal justice and electronic evidence, access to justice for vulnerable defendants.

RESPONSIBILITIES

Research

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

Assistance with developing research tools for collating input on legal and policy issues from members of the Legal Experts Advisory Panel (LEAP), a European network of criminal justice experts managed by Fair Trials.

Monitoring domestic and regional legal developments.

Drafting, editing, and disseminating briefings, reports, communiques, 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 multi-country and multi-partner projects, including coordination with project partners, organization of project meetings, production of meeting notes, and provision of logistical support.

Working with the Finance Officer on the financial 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 our LEAP 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 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 Belgium.

Desirable

Master's degree specialised in criminal law, EU law, criminology and/or human rights.

Knowledge of criminal procedural rights issues in Europe would be an advantage.

Knowledge of another European language would be an advantage.

A good understanding of EU legislative procedure would be a distinct advantage.

Experience with campaigns, in grassroots or professional organisations.

Experience organising events.

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

Fair Trials – September 2020