



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:	€27,000 to €32,000 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 contribute to Fair Trials' work across offices and teams aimed at improving respect for fair trial rights in Europe through a wide range of legal and policy activities, including: research, assistance with strategic litigation, policy work, training and capacity building.

RESPONSIBILITIES

Research

- Undertaking legal research to inform Fair Trials' advocacy work, including policy positions, publications such as reports and news pieces, training and meeting materials, as well as funding applications for new work
- Developing research tools for collating input on legal and policy issues from members of the Legal Experts Advisory Panel (**LEAP**), a pan-European network of criminal justice experts managed by Fair Trials, where required in the context of research in project work
- Monitoring domestic and regional legal developments to identify, for discussion with the Senior Lawyer and Legal and Policy Officers, potential opportunities to inform relevant legislative processes, working with network members where appropriate, and contribute towards Fair Trials' strategic objectives
- Assisting with the production (drafting, formatting, proof-reading and printing) and dissemination of briefings, reports, communiques, meeting and training materials

Strategic litigation

- Monitoring regional and domestic courts to identify, for discussion with the Legal and Policy team, opportunities for litigation which will further Fair Trials' strategic aims
- Supporting members of the LEAP through the provision of advice and assistance in ongoing domestic and regional cases, including references for preliminary rulings to the Court of Justice of the European Union

- 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 production and maintenance of notes of advice and information
- 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 monitoring of multi-country and multi-partner projects, including 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 Campaigns and Networks Team on public campaigns and communications generally with the LEAP network about Fair Trials' work
- Supporting the logistics, planning and delivery of events and meetings, including producing meeting notes and reports

Other

- Carrying out administrative and logistical tasks
- Supporting event planning activities
- 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 ideally criminal justice reform
- Excellent legal analytical skills and the ability to scrutinise legislation, policy proposals and legal decisions
- 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 including excellent time management and 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

- Ideally relevant post-graduate qualification in criminal law, EU law, criminology and/or human rights
- Knowledge of criminal procedural rights issues in Europe
- Knowledge of another European language would be an advantage
- A good understanding of EU legislative procedure would be a distinct advantage
- Experience of being involved with campaigns, in grassroots or professional organisations
- Experience of organising events

Fair Trials – February 2020