



## **JOB DESCRIPTION**

|                 |   |
|-----------------|---|
| POST TITLE:     | Networks and Advocacy Officer   |
| RESPONSIBLE TO: | Campaigns and Networks Director   |
| LOCATION:       | Rue de la Pépinière 10A<br>1000 Brussels<br>Belgium   |
| HOURS           | Full time (38 hours per week). Evening and weekend work will be required from time to time. |
| SALARY          | €43,000-€48,000 (including 13th month and holiday pay)                                      |

## **PURPOSE**

As a member of the Campaigns and Networks team:

- Coordinate Fair Trials legal expert networks in Europe (LEAP) to maximise its impact in advancing the charity's mission;
- Ensure Fair Trials' advocacy makes the most of the engagement of LEAP and wider movements in Europe, playing a lead role in media work; and
- Act as an ambassador for Fair Trials in Europe.

## **RESPONSIBILITIES**

### **Management of the Legal Experts Advisory Panel (LEAP)**

Working with the Campaigns and Networks Director and LEAP Advisory Board to develop a strategy for LEAP which actively engages members in advancing Fair Trials' mission.

Implementation of the strategy, working with the rest of the Fair Trials team, including:

- Management of the European Commission grant including leading on reporting and periodic grant-renewal applications;
- Annual work-planning and monitoring delivery of work;
- Ensure an appropriate two-way information flow between Fair Trials and LEAP, including by coordinating regular calls with the LEAP Advisory Board, including on emerging issues across Europe which impact Fair Trials' mission;
- Coordinate regional LEAP events, including the LEAP annual conference;
- Coordinate the activities of LEAP working groups on specific topics;
- Lead on the production of the "Justice in Europe" Annual Report and other LEAP documents; and
- Coordinate LEAP work on local initiatives related to the right to a fair trial through press work, participation in local events and any other relevant activity.

Working with the Legal & Policy team to engage LEAP members in initiatives that team is working on and sharing information from that team's work with LEAP members.

Working with the Campaigns and Networks team to engage LEAP members in core communications work that advances Fair Trials' mission.

### **Engagement in Fair Trials' Advocacy**

Work with the Campaigns and Networks Director to:

- Ensure advocacy plans recognise the role of engaging effective networks in Europe, including by consulting LEAP members on advocacy plans;
- Map key networks and develop tactics to engage them; and
- Monitor and report on the impact of LEAP in advancing advocacy goals.

Implement work to engage LEAP in advancing advocacy priorities, including:

- Shaping LEAP activities to contribute to advocacy goals;
- Initiating and developing relationships with partner organisations and other networks to support effective collaboration;
- Engaging key stakeholders in coordinated advocacy, including through joint events, statements and other forms of collaboration;
- Producing (and coordinating the production of) content designed to build LEAP engagement in advocacy – written materials, blogs, newsletters and talks by LEAP members; and
- Managing ongoing coordination of advocacy with partners.

Supporting the Campaigns and Networks Director to deliver media coverage that furthers Fair Trials' advocacy goals by:

- Keeping abreast of news stories and themes (including on non-traditional news platforms and social media) that are relevant to LEAP;
- Actively selling Fair Trials stories and expert comment relevant to LEAP to the media;
- Drafting and distributing press releases, media comments, features and letters;
- Building a network of press contacts in Europe and stewarding relationships with journalists.

Identify and respond to emerging opportunities and risks for the advancement of advocacy goals, including by monitoring of media and gathering input from LEAP and wider networks.

Drafting content related to European campaigns, including engaging reports and articles for Fair Trials' website

### **Ambassadorial role**

Represent Fair Trials' and LEAP at events targeted at key stakeholders, including the governmental and policy community, as well as the broader public.

As appropriate, representing Fair Trials in the media.

Represent Fair Trials in other European networks where this advances Fair Trials' mission.

## **Other**

Working with the Campaigns and Networks Team to help in the delivery of effective communications activities.

Support the development of fundraising applications for LEAP and reporting to funders.

Carry out any other duties commensurate with the post.

## **Person Specification**

### **Essential**

- At least five years' experience of managing transnational advocacy and/or network-focused projects – ideally EC funded
- Experience of working on and/or relevant academic qualifications in European criminal justice reform
- Educated to at least degree level in a relevant field
- Fluency in English
- Ability to communicate accurately and persuasively both verbally and in writing.
- Experience in strategic communications and advocacy, including the development of campaign plans
- Practical organisational and logistical management skills
- Proven ability to build and maintain effective relationships with people across and beyond the organisation
- Demonstrable experience of media work, including acting as a spokesperson, and experience of press briefing and building relationships with journalists
- The ability to work well under pressure, and to absorb and articulate clearly new information quickly
- Excellent time management and the ability to work proactively and independently
- High degree of attention to detail, particularly in producing written communications
- A team player and willingness to be flexible according to the current demands of the organisation
- Must have permission to work in Belgium

### **Desirable**

- Experience of working under and applying for European Commission grants
- Knowledge of another European language would be advantageous

**Feb 2020**