



CANDIDATE BRIEF: Office and Finance Administrator

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

Fair Trials Europe

Fair Trials has become a leading contributor to exciting developments in the field of criminal justice across the European Union. Fair Trials Europe was established as a nonprofit public foundation in Belgium in 2014, to act as Fair Trials' hub of expertise in Europe. It is, itself, at the heart of an engaged EU-wide network of over 200 criminal justice and human rights experts (the Legal Experts Advisory Panel, LEAP) which it coordinates.

Salary and conditions

The post of Office and Finance Administrator is full time (part time is also considered). The gross salary commensurate with experience. The role is based in Brussels.

To apply

Please send a CV and cover letter electronically to recruitment@fairtrials.net **no later than 5pm on 13th March 2020**. Applications received after this will not be considered. Please clearly include your name and "Office and Finance Administrator" 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 by week commencing **20th March 2020**, with interviews for short-listed candidates being held in Brussels during week commencing **23rd March 2020**. For those unable to attend the interview in person, Skype interviews may be possible. The recruitment process will involve an interview and a written exercise.

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.

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