



CANDIDATE BRIEF: FINANCE AND OPERATIONS 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. It pursues its vision of a world where every person's right to a fair trial is respected by: (a) providing information and referrals to accused people; (b) coordinating a growing network of fair trial defenders and delivering legal training; and (c) tackling the big issues in criminal justice through research, campaigns, policy work and litigation.

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 150 criminal justice and human rights experts (the Legal Experts Advisory Panel, LEAP) which it coordinates. Fair Trials Europe is now ready to expand its activities, grow its staff team and to become more operationally and financially independent.

The office and the team

Fair Trials currently has offices in London and Brussels (Fair Trials Europe), and Washington, D.C.. Its staff structure comprises 16 staff, of which six are employees of Fair Trials Europe, based in Brussels. Building on its experience and track-record in Europe, Fair Trials is in the process of extending the geographical reach of its work.

Salary and conditions

The post of Finance and Operations Officer is full time. The gross salary is €40,000 per year (including 13th month and holiday pay). 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 Thursday, 31st January 2019**. Applications received after this will not be considered. Please clearly include your name and "Finance and Operations 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 or call Rosalyn Salmon on +44 (0)20 7822 2370.

The selection process

For those unable to attend the interview in person, Skype interviews will be possible.

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.