



CANDIDATE BRIEF: LEGAL AND POLICY 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. It is headquartered in London and has an office in Brussels.

Fair Trials in the Americas

For the past decade, Fair Trials has become a leading contributor to exciting developments in the field of criminal justice across the European Union and globally, with innovative and effective campaigns to: a) better protect procedural rights of suspects and defendants in the European Union; b) improve due process guarantees in cross-border police and judicial cooperation mechanisms, like extradition, international evidence exchange, and INTERPOL red notices; and c) tackle global challenges to human rights protection in criminal proceedings including plea bargaining without proper safeguards, and torture in interrogation settings. We are now bringing our expertise and the perspectives of our global network of criminal defense lawyers, academics and NGOs to inform the criminal justice reform movement in the USA and Latin America from a new hub in Washington DC.

The office and the team

Fair Trials' staff structure comprises 16 staff, of which seven are based in Brussels and eight are in London. In the Washington office, you'll be the second member of staff, joining the Senior Legal and Policy Officer who has been laying the groundwork for our expansion into the Americas for the past 2 years. Join us and be part of our exciting growth into a new region.

Salary and conditions

The post of Legal and Policy Officer is full time. The gross salary is between \$50,000 -- \$60,000 per year, with generous leave and the possibility of flexible working arrangements.

To apply

Please send a CV, cover letter, writing sample, and names of two referees electronically to recruitment@fairtrials.net **no later than 5pm (ECT) on Monday, November 26**. Applications

received after this will not be considered. Please clearly include your name and “Legal and Policy Officer” in the subject field of the email.

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 December 10th, with interviews for short-listed candidates being held at Fair Trials’ offices in Washington on the 17th and 18th of December. For those unable to attend the interview in person, Skype interviews will be possible.

Fair Trials is an equal opportunity employer, and we 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.