



JOB DESCRIPTION

| | |
|----------------------------|----------------------------------------------------------------------------------------------------------------------|
| POST TITLE: | Legal and Policy Officer |
| RESPONSIBLE TO: | Senior Lawyer (Americas) |
| RESPONSIBLE FOR: | Volunteers |
| LOCATION: | Fair Trials 1110 Vermont Ave NW Suite 500 Washington DC, 20005 (with regular overseas travel) |
| HOURS | Full time. Evening and weekend work will be required from time to time. |
| SALARY AND BENEFITS | \$50,000, plus generous vacation leave, flexible working possible, and other benefits. |

RESPONSIBILITIES

Research and Advocacy

Working with the Senior Lawyer in Washington (and legal and policy colleagues in other offices) to:

- Develop expertise and demonstrate expertise on areas of Fair Trials' international legal and policy work;
- Monitor local, national, regional, and international legal developments to identify opportunities for Fair Trials to inform legislation, practice and policies;
- Lead on specific areas of legal and policy research and advocacy activities, including by working with other non-profits and legal experts;
- Develop and maintain relationships with policy makers and their advisers;
- Produce high-quality reports and policy documents; and
- Timely delivery of funded project commitments.

Casework and Strategic Litigation

Working with the Senior Lawyer in Washington (and legal and policy colleagues in other offices) to:

- Draft or coordinate the production of third-party interventions, amicus curiae briefs and applications to international human rights monitoring bodies;
- Working with Fair Trials' Campaigns and Networks team (based in Brussels) where appropriate to identify, develop and document individual cases for public campaigns, policy submissions and/or impact litigation; and

- Develop strategies for both domestic, regional, and international litigation which will further Fair Trials' strategic aims.

Networks

Working with the Senior Lawyer in Washington (and legal and policy colleagues in other offices) to:

- Build and maintain relationships with partner organisations both in the US and abroad in the delivery of Fair Trials' legal and policy work;
- Organise and contribute to Fair Trials' networking activities and capacity building work (in the Americas and elsewhere) including drafting written materials, chairing meetings and producing meeting reports; and
- Keep members of Fair Trials' networks and other key contacts informed about Fair Trials' law reform work and developments in strategic priority areas.

Communications

Working with the Campaigns and Communications team to raise awareness of Fair Trials' legal and policy work including producing content for Fair Trials' website and publications.

Working with the Campaigns and Communications team on public campaigns, including: campaign planning, production of materials on individual cases; reviewing campaign publications; and identifying target audiences.

Representing Fair Trials externally at policy meetings and conferences, through public-speaking, in specialist publications and, as appropriate, in the media.

Management

Project management of Fair Trials multi-country projects, coordinating project activities by Fair Trials and partners.

Contributing to the drafting of funding applications and funder reports.

Working with the Senior Policy Advisor to monitor the effectiveness and impact of the work of the legal and policy team.

Other

As part of a start-up it will be crucial to pitch-in and provide support including on some administrative matters (the Finance & Operations team is based in London).

Carry out any other duties commensurate with the post.

Promote and implement Fair Trials' equal opportunities policy in all aspects of work

PERSON SPECIFICATION

Required:

Juris Doctor or equivalent (foreign law degrees and LLM graduates welcome), with 0-3 years of post-graduate experience.

Exceptional written and verbal communications skills, with fluency in English and, ideally Spanish and/or Portuguese.

A good understanding of criminal law and procedure and international human rights.

Excellent legal analytical skills and the ability to scrutinise legislation, policy proposals and legal decisions including those in foreign jurisdictions.

Excellent written and verbal communication skills - able to convey complex legal arguments and principles clearly and succinctly to a non-legal audience.

Comfort with Microsoft Office suite, including Excel, and ease with designing and formatting documents

A team worker, able to build effective relationships and work collaboratively with people across, and outside, the organisation

Highly organised with excellent time-management skills.

A quick learner used to working well under pressure.

Self-motivated and able to work with minimum supervision.

Willingness to be flexible according to the current demands of the organisation as a new start up.

Willingness to travel.

Legal authorization to work in the USA.

Desired:

Experience working within criminal justice systems or on their reform in both the United States and foreign jurisdictions.

Understanding of regional legal and human rights bodies in the Americas (including the OAS and IACHR).

Experience of coordinating workshops and seminars.

Experience of drafting funding applications and grants management.

Experience of conducting human rights related research and analysing results.

Fair Trials, October 2018