

JOB DESCRIPTION

Job Title:	Lawyer EHRAC
Job Ref:	LAW49
Campus	Hendon
School	Law
Grade	8
Salary	£41,875 - £48,144 per annum inclusive of outer London weighting
Period	Fixed term for 2 years
Report to:	EHRAC Legal Director

Job Purpose:

- i) To mentor EHRAC's partner lawyers in litigating international human rights cases before the European Court of Human Rights and other international human rights bodies by means of litigation support, capacity building; advocacy; training and advisory/drafting work as appropriate.
- ii) To provide legal expertise to EHRAC's operations team in order to ensure the accuracy and consistency of EHRAC publications, funding applications and reports to funders. To act as a link between EHRAC's operations team and legal team in order to ensure the efficient functioning of the operations team and to facilitate effective communication between both teams and the organisation as a whole.

Main duties and responsibilities

The post holder will take responsibility for the following areas:

1. Litigation/Mentoring:

- a. mentoring partners in our target countries to ensure that all cases are investigated, litigated and presented to the highest possible standard.
- b. providing legal expertise to EHRAC partner lawyers in relation to specific litigation and/or with a view to building particular legal skills.
- c. monitoring the ongoing training needs of EHRAC's partner lawyers
- d. providing appropriate guidance and advice by email, telephone or in person
- e. taking responsibility for individual case work and legal research as required
- f. proactively developing new areas of strategic international litigation
- g. fostering the development of networks of lawyers from EHRAC target countries with specific thematic expertise/interest in EHRAC's priority areas.
- h. directly promoting the implementation of EHRAC judgments at domestic and international level as well as mentoring EHRAC's partner lawyers in developing the necessary skills for and the execution of such work.

2. Case management:

- a. developing and implementing internal systems to facilitate regular monitoring of and compliance with all case-related deadlines and to maintain effective communication between EHRAC and our partner lawyers.

- b. dealing with urgent requests for legal support and assistance from EHRAC's partner lawyers
 - c. taking responsibility for responding to (or referring on appropriately) day to day legal enquires and requests for assistance received by EHRAC
- 3.. Providing legal expertise to EHRAC's operations team and taking primary responsibility for the legal content of all EHRAC's publications, to include:
- a. taking responsibility for the legal content of EHRAC's bi-annual bulletin
 - b. preparing legal materials and resources for the website
 - c. providing assistance with and legal expertise in the preparation of funding applications and reports.
 - d. providing assistance with the logistical and practical aspects of the preparation of EHRAC publications
4. Training:
- a. devising and implementing legal capacity development/training of partners and local lawyers on the law, practice and procedure of the ECHR (and other human rights instruments, as required) including the design and preparation of training materials.
 - b. assisting with the preparation and delivery of EHRAC's annual LSDP programme and other training programmes and events as required
 - c. assisting in the preparation and delivery of EHRAC's in-country actions and legal consultancies with partner lawyers and organisations (at both a substantive and practical level)
 - d. traveling to EHRAC target countries and Council of Europe institutions as required
5. Advocacy work:
- a. Representing EHRAC externally at international conferences and seminars,
 - b. Attending meetings with diplomats, funders and representatives of the Council of Europe.
 - c. Participating in briefings at the Committee of Ministers on implementation of EHRAC cases.
6. Management of legal interns:
- a. coordinating the selection and management of legal interns working within EHRAC's legal team
 - b. supervising and managing interns working within the legal team

PERSON SPECIFICATION

Job Title: Lawyer EHRAC
Campus: Hendon
Grade: 8

ESSENTIAL:

- Qualified to practice as a lawyer in one of the Council of Europe States
- Professional post qualification litigation and case management experience
- Good understanding of the law and practice of the European Court of Human Rights
- Proven experience/understanding of effective investigation and evidence gathering methods
- Experience of delivering training/capacity building work at individual and group level
- Native English speaker (or equivalent standard)
- Excellent organisational skills including the ability to work under pressure, manage multiple tasks and prioritise workload
- The ability to work independently and meet agreed deadlines
- The ability to work within a team and to foster team spirit
- The ability to communicate effectively with individuals from a range of backgrounds with sensitivity to individual needs and cultural differences.
- Competent in the use of common IT programmes
- Willingness to travel on a regular basis

DESIRABLE:

- Regional knowledge and experience of human rights issues in EHRAC target countries
- Russian, Ukrainian Georgian, Armenian or Azeri language skills
- Experience working with civil society and human rights defenders at international level

Hours: 35.5 hours per week for 52 weeks per annum; actual daily hours by arrangement. Some flexible working involving weekend or evening work will be required.

Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered.

The postholder/s should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

If you wish to apply for this post please complete an application form found here:

<http://www.mdx.ac.uk/Assets/MUapform.doc>

Closing date for receipt of applications: **9 August 2015**

Interview date: 8 September 2015

If we are unable to appoint an applicant from the European Economic Area we will be willing to sponsor an applicant under a Tier 2 visa.

Please return the completed application form to: recruit1@mdx.ac.uk or to The Recruitment Office, Middlesex University, Hendon Campus, The Burroughs, London, NW4 4BT.

Please note that all incoming post to Middlesex University is opened and scanned by our document handler, CDS, and then emailed to the recipient.

If you do not want your application form to Middlesex University processed in this way please email it to recruit1@mdx.ac.uk

What Happens Next?

If you wish to discuss the job in further detail please contact the Programme Manager-EHRAC, Laure Trebosc, by phone at +44 20 8411 6923 or vial email at L.Trebosc@mdx.ac.uk

If selected for interview, you will be advised by the School of Law usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application has been unsuccessful on this occasion.