

JOB DESCRIPTION

Job Title: Lawyer
Ref no: LAW70
School/Service: School of Law
Grade: 8
Starting Salary: £42, 294 per annum inclusive rising to £48,626 incrementally each year.

Period: From September 2016 for at least 10 months to cover maternity

Reporting to: EHRAC Legal Director

Overall 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 act as a link between EHRAC's operations team and legal team in order to ensure the efficient functioning of and communication between both teams and the organisation as a whole. To provide legal expertise and information, as required, to the operations team with respect to publications and reports.
- iii) Must be able and prepared to travel to EHRAC's target countries and to other countries within the Council of Europe as required.

Principal Duties: The post holder will take responsibility for the following areas:

1. Litigation/Mentoring:

- a. Mentoring partners in our target countries to build their legal skills and to ensure that all cases are investigated, litigated and presented to the highest possible standard. Providing appropriate guidance and advice by email, telephone or in person.
- b. Taking responsibility for individual case work and legal research as required.
- c. Proactively developing new areas of strategic international litigation.
- d. Fostering the development of networks of lawyers from EHRAC target countries with specific thematic expertise/interest in EHRAC's priority areas.
- e. 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 the execution of such work.

2. Case management:

- a. 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, and between EHRAC legal and operations team.
- 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. Communications and PR:
 - a. Providing expertise and input as required on the legal content of EHRAC's external publications including bulletins, materials and resources for the website and funding applications and reports.

- 4. Training:
 - a. Monitoring the ongoing training needs of EHRAC's partner lawyers.
 - b. Devising and delivering 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. Training to take place in EHRAC target countries, the UK or other locations within Europe.
 - c. Assisting in the preparation and delivery of EHRAC's in-country capacity building activities with partner lawyers and organisations such as evidence gathering and legal consultancies (at both a substantive and practical level).

- 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:
 - b. Assisting in the selection, supervision and management of legal interns working within EHRAC's legal team.

PERSON SPECIFICATION

Job Title: Lawyer EHRAC

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA:

Education / Qualifications

Essential:

- Qualified to practice as a lawyer in one of the Council of Europe States

Experience:

Essential:

- Professional post-qualification litigation and case management; and
- Proven experience of delivering training/capacity building work at individual and group level

Desirable:

- Working with civil society and human rights defenders at international level

Knowledge:

Essential:

- Good understanding of the law and practice of the European Court of Human Rights

Desirable:

- Regional knowledge and experience of human rights issues in EHRAC target countries

Skills:

Essential:

- Native English speaker or equivalent standard;
- Excellent organisational skills including the ability to work independently under pressure, manage multiple tasks and prioritise workload to meet agreed deadlines;
- Ability to work within a team and to foster team spirit;
- Ability to communicate effectively with individuals from a range of backgrounds with sensitivity to individual needs and cultural differences; and
- Competent in the use of common IT programmes.

Desirable:

- Russian, Ukrainian, Georgian, Armenian or Azeri language skills.

TERMS AND CONDITIONS

Hours: 35.5 hours per week, actual daily hours by arrangement

Fixed Term Contract

This temporary appointment is for the following allowable reason:

- To provide cover for *one of the EHRAC Lawyers*, who is on maternity leave. The exact date of termination of this contract will depend on the date of the substantive postholder's return to work.

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

Annual 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 postholder 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 a car.

Information on public transport to Hendon can be found here:

http://www.mdx.ac.uk/_data/assets/pdf_file/0022/49333/Hendon_Campus_Pocketmap_2013.pdf

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

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: 10 July 2016

Interview date: 20 July 2016

Please return the completed application form to: recruit1@mdx.ac.uk

What Happens Next ?

If you wish to discuss the job in further detail please contact Jess Gavron on (020) 8411 2828/077707 52571 (or Kate Levine on 020 8411 4520). If selected for interview, you will hear directly from someone in the School/Service, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.