

JOB DESCRIPTION

Job Title:	Lawyer EHRAC
Job Ref:	LAW130
Campus	Hendon
School	Law
Grade	8
Salary	£45,153 - £51,914 per annum (inc. Outer London Weighting)
Period	Fixed term for 1 year
Report to:	EHRAC Legal Director

If we are not able to appoint an applicant from the EEA, we will be willing to sponsor an applicant under the Tier 2 visa scheme.

Job Purpose:

i) To litigate international human rights cases before the European Court of Human Rights and UN mechanisms within EHRAC's partnership model, 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.

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 and presenting briefings at the Committee of Ministers in relation to the implementation of EHRAC cases.
6. Management of legal interns:
- a. coordinating the selection and management of legal interns, fellows and consultants working within EHRAC's legal team as required
 - b. supervising and managing interns working within the legal team

Please note that certain responsibilities will be shared between EHRAC lawyers.

PERSON SPECIFICATION

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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
- A high level of legal drafting skills and evidential analysis
- Good understanding of international human rights law and the practice of the European Court of Human Rights and UN mechanisms (or the ability to quickly acquire such knowledge)
- The ability to quickly acquire knowledge and assimilate detailed information in relation to a variety of jurisdictions and subject areas
- 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
- 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.

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:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

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

What Happens Next?

If you wish to discuss the job in further detail please contact ehrac@mdx.ac.uk. If selected for interview, you will be advised by the School of Law usually within 3 weeks of the closing date.