

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>EHRAC Legal Team Assistant</b>
<b>Ref no:</b>	<b>LAW151</b>
<b>School/Service:</b>	<b>LAW</b>
<b>Grade:</b>	<b>5</b>
<b>Starting Salary:</b>	<b>£28,737-£32,010 per annum, inc. Outer London Weighting</b>
<b>Period:</b>	<b>Fixed term-24 months</b>
<b>Reporting to:</b>	<b>EHRAC Lawyer</b>

#### **Overall Purpose:**

The Legal Team Assistant will be responsible for providing day-to-day support for the litigation work carried out by EHRAC in partnership with legal teams of partner NGOs in Russia, Georgia, Azerbaijan, Armenia and Ukraine. They will also be responsible for providing day-to-day administrative support to the team, organising logistics for travel and events (including remote events). The role is central to EHRAC and requires exceptional organisational and communication skills and an interest in litigation practice at the European Court of Human Rights. Native or advanced Russian and fluent English are essential.

#### **Principal Duties:**

##### **Case Management Support**

1. Ensure effective legal case-filing and document management for over 300 human rights legal cases and contribute to improving the efficiency of the process.
2. Assisting the Legal Team with administrative support coordinating and filing submissions to the European Court: printing, filing and organising legal documents; organising translation of case documents; sending them to the Court by post and fax; preparing Just Satisfaction Claims to the Court.
3. Frequent (weekly and/or daily, as needed) communications and liaison with legal teams, NGOs, applicants and lawyers in Russia, Georgia, Azerbaijan, Armenia and Ukraine to ensure that case documents are sent, received, translated and drafted according to the Court's and other internal deadlines.
4. Identify and make recommendations upon key documentation and evidence for translation. Manage, coordinate and ensure quality control of translation of case documents, publications and project materials using an external team of volunteers and paid translators.
5. Under the supervision of the Finance and Grants Manager, monitor the translation budget on a quarterly basis and raise purchase orders for translation, as well as monitoring and calculating time spent on cases for the purposes of calculating Just Satisfaction claims.

6. Draft written and oral correspondence with partner lawyers and the European Court of Human Rights in Russian and English.
7. Deliver presentations, both internally and externally, on case management and document management processes.
8. Liaise with Court officials at the European Court of Human Rights (including written correspondence) to ensure that case documentation is received and processed.
9. Conduct occasional translation for legal casework and project management including in written correspondence, publications, reports and fundraising bids.
10. Provide written and spoken translation support, including of specialist legal terminology, into and from Russian when necessary, including on Skype/telephone calls and in meetings.

### **General support to the team**

11. Providing general administrative support such as taking minutes in meetings, monitoring and responding to messages in the general mailbox, ordering stationery.
12. Conducting occasional Russian/English translation and interpreting for legal and project management related correspondence and meetings.
13. Organising travel arrangements and the logistics of training and PR events in the UK and overseas and online, following MDX's procurement and finance procedures: including liaison with external venues and speakers.
14. Carrying out HR admin on behalf of EHRAC for Middlesex University, and for the legal team (including recruitment, renewal of practice certificates).
15. Carrying out ad-hoc research and drafting internal notes to support project development or legal work.
16. Updating and extracting information from EHRAC's internal legal databases of cases and submissions and analyzing data in collaboration with the Project and Evaluation Officer, and work with internal stakeholders to improve the database.
17. Assisting with EHRAC's PR activities, including the distribution of newsletters and publications; proofreading written materials (in English and Russian); monitoring the circulation of EHRAC publications; assisting the Communications officer with production of content for social media and with updating the Russian version of EHRAC's website.
18. Office management.
19. Carrying out any other administrative or support tasks that are required on an ad hoc basis.
20. Ensure any personal information is kept and distributed in line with the General Data Protection Regulations (GDPR), Middlesex University (MU) Computer Use Policy, MU Academic Regulations and other local regulations.
21. The postholder will actively follow MU policies including Equality & Diversity Policies.

## **PERSON SPECIFICATION**

**Job Title: EHRAC Legal Team Assistant**

### **SELECTION CRITERIA:**

#### ***Essential:***

- Relevant Degree or equivalent level qualification;
- Native or advanced written and spoken Russian language skills;
- Demonstrable experience of or interest in working in the field of international human rights/litigation;
- Experience of providing administrative support in a legal environment and/ or in multiple languages
- Experience in maintaining paper and electronic filing systems to a high standard
- Experience of organising and arranging logistics for events and meetings (face to face or online)
- Good verbal communication skills for dealing with courts, partners and other stakeholders
- Ability to carry out accurate Russian-English and English-Russian translation and consecutive interpretation during meetings;
- Ability to deal with sensitive or confidential information in a professional and discrete manner;
- Managing multiple tasks from multiple team members and working under pressure;
- Excellent knowledge of MS Office, including Word, Excel and Outlook
- Demonstrable commitment to fairness and the principles of equality and inclusion

#### ***Desirable:***

- Degree in Human Rights, International Relations or other subject related to EHRAC's work;
- Some understanding of litigation practice at the European Court of Human Rights
- Experience working or volunteering in the non-profit sector;
- Knowledge of EHRAC's target region;
- Experience working as part of a multi-cultural team;
- Knowledge of a second language of EHRAC's target region such as Ukrainian, Georgian, Armenian or Azerbaijani;
- Social media skills;

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

#### **M U Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook

will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

This temporary appointment is for the following allowable reason:

To carry out a project which is being funded externally.

**Annual Leave:** 25 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 a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

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.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

**Closing date for applications-see job advertisement**

**Interview date- see job advertisement**

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact Laure Trebosc on (020) 8411 6923 or [l.trebosc@mdx.ac.uk](mailto:l.trebosc@mdx.ac.uk)