

# Job Description

# LEGAL OFFICER



**JOB TITLE:** Legal Officer

**GRADE:** Employee

**PERIOD:** 12 months (2017)

**REPORTS TO:** Head of Legal Support and Litigation

## **JOB PURPOSE**

- To provide litigation support to ECRE and ELENA members in asylum related cases before the European and domestic courts as well as other international human rights bodies;
- To offer legal analysis and training on refugee rights to internal and external audiences;
- To strengthen capacity of Legal Support and Litigation Team in supporting legal practitioners representing those in need of international protection across Europe.

## **KEY RESPONSIBILITIES**

### **1. Legal Support and Litigation**

- Providing legal advice and support to ECRE and ELENA members across Europe when litigating refugee rights;
- Proactively assisting ECRE Alliance and the ELENA network in developing new areas of strategic litigation;
- Assessing and responding to litigation requests from ECRE/ELENA members;
- Proactively identifying strategic litigation cases that fit into ECRE's litigation priorities;
- Drafting legal submissions;
- Promoting ECRE/ELENA litigation and legal support work;
- Assisting ECRE/ELENA members in developing litigation strategies and facilitating exchange of legal information among the practitioners;

### **2. Legal Training**

- Organising the Advanced ELENA Course;
- Monitoring ongoing legal training needs by ECRE/ELENA members;
- Providing fundraising and logistical support as well as delivering such trainings;
- Contributing to legal training delivered by ECRE;

### **3. Legal Research and Legal Projects**

- Undertaking legal research as requested by ECRE/ELENA;
- Assisting in developing and implementing legal projects as requested by ECRE/ELENA;
- Collecting relevant background information and documentation in order to respond to legal requests by ECRE/ELENA.

### **4. EDAL database**

- Writing case summaries for at least one jurisdiction or the European Courts;
- Drafting journal articles as requested by EDAL coordinator;
- Assisting in identifying relevant case law and promoting the database;
- Undertaking any other reasonable duties consistent with the objectives of this post.

## **TERMS AND CONDITIONS**

Fixed contract: 12 months from starting date with a possibility of an extension.

## **PERSON SPECIFICATION**

### **Education/Qualifications**

- University law degree. Additional training in European law or equivalent education is an advantage;
- Qualification to practice as a lawyer in one of the Council of Europe States is an advantage;

### **Experience**

- Minimum three years of relevant experience in the field of asylum and law;

### **Languages**

- Fluent written and spoken English and French;
- Working knowledge of other European languages is an advantage;

### **Specific Knowledge**

- Excellent knowledge of international refugee law, EU asylum and migration law;
- Familiarity with judicial systems across the EU;
- Good understanding of the law and practice of the European Courts;
- Experience with drafting and editing legal submissions;
- Good computer literacy;

### **Essential Abilities**

- Ability to work independently and as part of a team as well as with mixed audiences of highly qualified legal and policy experts;
- Ability to meet short deadlines and work under pressure;
- Ability to undertake research and produce legal submissions and publications;

### **Personal Qualities**

- Patient and calm in pressurized situations;
- Consultative, constructive problem solving approach;
- Flexibility and willingness to work out of office hours when necessary;
- Good sense of humor;

## **EQUAL OPPORTUNITY STATEMENT**

ECRE aims to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement, which is not demonstrably justifiable.