

Job Description

Legal Assistant



JOB TITLE AND LINE MANAGEMENT

Legal Assistant – Legal Support and Litigation Team.

Reports to the Senior EDAL Coordinator.

BACKGROUND INFORMATION

The European Council on Refugees and Exiles (ECRE) is a pan-European alliance of nearly 100 NGOs protecting and advancing the rights of refugees, asylum seekers and displaced persons. Our mission is to promote the establishment of fair and humane European asylum policies and practices in accordance with international human rights law.

ECRE is a reference for asylum law professionals across Europe, and coordinates the ELENA network together with national coordinators in 37 European countries. Our legal support and litigation activities are closely connected to the ELENA work and the EDAL database.

DURATION

6 months: August 2018 – January 2019.

LOCATION

Brussels, Belgium

JOB PURPOSE

To assist ECRE's Legal Support and Litigation Team with the administrative tasks related to the ELENA network; contributing to EDAL database and legal research concerning international protection.

TERMS AND CONDITIONS

1. Paid internship for 6 months (brutto 900 EUR) (Belgian Contract – “Contrat belge d’immersion professionnelle”).
2. The Legal Assistant will be entitled to 26 days of leave per calendar year.

KEY RESPONSIBILITIES

1. *ELENA network*
 - Administrative tasks related to the organisation of the ELENA course and the ELENA coordinators meeting in December 2018;
 - Administrative tasks related to the management of the online ELENA forum;
 - Responding to individual queries and legal queries facilitated by ECRE/ELENA;
 - Updating the ELENA Index;
 - Contributing to the ELENA Weekly Legal Update;
2. *EDAL database*
 - Drafting and uploading case summaries, news items and journal articles for the EDAL database;
 - Assisting with managing EDAL's social media;
3. *Legal Support and Litigation activities*

- Case assessment for the Litigation Task Force;
- Contributing to the LSL case law and legal research;
- Attending and assisting with the relevant LSL events including minute taking and background research;

4. *Miscellaneous tasks*

- Assist in the running of internal ECRE meetings, including taking minute taking.
- Contribute to ECRE's communication activities, including by drafting articles to the Weekly Bulletin;
- Assist with the other tasks as agreed with the line manager.

PERSON SPECIFICATION

Education

- University degree in law
- Proven knowledge of and interest in international and EU asylum and human rights law

Languages

- Excellent written and spoken English
- Fluency in other European languages (particularly German and/or Dutch or Spanish) an asset.

Essential Abilities & Personal Qualities

- Ability to work independently and as part of a team
- Ability to meet short deadlines and work under pressure
- Excellent writing skills
- Good interpersonal skills

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.