Job Description

Legal Officer

JOB TITLE: Legal Officer
GRADE: Employee

PERIOD: 01.04.2022 - 01.04.2023

REPORTS TO: Head of Legal Support and Litigation

JOB PURPOSE
To lead on the legal training and contribute to legal support and litigation related activities by ECRE and the ELENA network.

KEY RESPONSIBILITIES

1. Legal Training
   - Organising the Advanced ELENA Course;
   - Organising legal training under the strategic partnership with UNHCR;
   - 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/ELENA;

2. Legal Support and Litigation
   - Responding to legal support and litigation requests by ECRE and ELENA members;
   - Assisting with ECRE’s written submissions to the European and national courts, the CoE and UN bodies;
   - Case assessments;
   - Supervising the ELENA Weekly Legal Update as necessary;

3. Legal Research, Advocacy and Projects
   - Undertaking legal research as requested by ECRE/ELENA;
   - Contributing and drafting legal and policy notes, comments relating to the EU legislative proposals as necessary;
   - Assisting in developing and implementing legal projects as requested by ECRE/ELENA;
   - Assisting in collecting and analyzing case law available via the EDAL database;
   - Ensuring quality and editing EDAL case summaries (originating from the post holder national jurisdiction);

4. Other Tasks
   - Contributing to evaluation and reporting linked to the LSLT activities
   - Representing LSLT externally as agreed with the Head of LSLT
   - Performing other tasks as requested by the Head of LSLT and ECRE’s Director.

PERSON SPECIFICATION

Education
   - University law degree. Additional training in European law or equivalent education an advantage.
Experience

• Minimum two years of relevant experience in the field of asylum and law.

Languages

• Fluent written and spoken English
• Good knowledge of written and spoken French an advantage
• Working knowledge of other European languages an advantage

Specific Knowledge

• Knowledge of EU structures and institutions
• Excellent knowledge of international human rights and migration law and EU law
• Familiarity with judicial systems across the EU
• Good computer literacy
• Experience with editing/proof-reading legal documents

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 translate complex legal issues into reader-friendly and policy-relevant language
• Ability to undertake research and produce publications and policy papers

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

TERMS AND CONDITIONS

Fixed-term contract for 12 months from starting date.

Salary range: EUR 2400 per month (gross), insurance, transport and meal allowances. The salary is paid 13.92 x per year (including “holiday pay” and tax-free bonus equivalent to 1.92 extra salaries).

ECRE is committed to diversity in its staffing. It strongly encourages candidates with a refugee background to apply and, other factors being equal, gives preference to candidates belonging to groups under-represented in its staffing.

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.