

Legal Assistant

JOB TITLE

Legal Assistant (intern)

REPORTS TO

Head of Advocacy and Senior Legal Officer

DURATION

6 months, subject to possibility of renewal

JOB PURPOSE

The [Asylum Information Database](#) (AIDA) is a database managed by the European Council on Refugees and Exiles (ECRE), containing information on asylum procedures, reception conditions, detention and content of international protection across 23 countries. This includes 19 European Union (EU) Member States (Austria, Belgium, Bulgaria, Cyprus, Germany, Spain, France, Greece, Croatia, Hungary, Ireland, Italy, Malta, Netherlands, Poland, Portugal, Romania, Sweden, Slovenia) and 4 non-EU countries (Switzerland, Serbia, Türkiye, United Kingdom). The overall goal of the database is to contribute to the improvement of asylum policies and practices in Europe and the situation of asylum seekers by providing all relevant actors with appropriate tools and information to support their advocacy and litigation efforts, both at the national and European level. These objectives are carried out by AIDA through the following activities:

- a. Country reports, updated on a yearly basis
- b. Comparative reports
- c. Fact-finding visits
- d. Legal briefings and statistical briefings

The Legal Assistant will mainly support the Senior Legal Officer and Legal Officer in the aforementioned activities and other tasks related to the management and development of the database, as well as provide other support to the Advocacy Team as needed.

PLACE IN THE ORGANISATION

Team: Advocacy Team

Reports to: Head of Advocacy and Senior Legal Officer

Coordinates with: Other ECRE staff

RELATIONSHIPS – INTERNAL

Advocacy Team

Legal Support and Litigation Team

Communications Team

RELATIONSHIPS – EXTERNAL

AIDA Experts (ECRE member organisations and other relevant partners)

EU institutions and agencies, Member State authorities

KEY RESPONSIBILITIES

1. Edit and review country reports in coordination with AIDA experts, including uploading content on the AIDA website;
2. Assist the Senior Legal Officer and Legal Officer in researching and drafting comparative reports, legal briefings and statistical briefings;
3. Support the organisation and coordination of meetings of AIDA experts and other relevant events, including bilateral meetings, public event, working group meetings;
4. Assist in the running of internal ECRE meetings, including minute-taking;
5. Assist with administrative / miscellaneous tasks as agreed with the Senior Legal Officer and the Advocacy Team, including on the Common European Asylum System (CEAS) and the European Union Asylum Agency (EUAA) where appropriate;
6. Complete background research related to policy areas covered by the advocacy team depending on current needs;
7. Draft news articles for the ECRE Weekly Bulletin, in coordination with the Communications team;
8. Supporting and mobilising ECRE membership through AIDA, including through support in funding activities, information sharing and participation to external meetings.

PERSON SPECIFICATION

Education

Required: University degree in law;

Required: Proven knowledge of international and EU asylum and human rights law;

Preferred: Postgraduate degree in law, political science or other related field;

Experience & Skills

Required: Excellent use of Microsoft Office tools (Word, Excel)

Required: Proven research skills, preferably including experience in comparative research;

Preferred: Good knowledge of EU institutions;

Languages

Required: Excellent written and spoken English;

Preferred: Fluency in other European languages;

Essential Abilities & Personal Qualities

Required: Excellent writing and legal drafting skills;

Required: Attention to detail;

Required: Ability to work independently and as part of a team;

Required: Ability to meet short deadlines and work under pressure.

TERMS AND CONDITIONS

1. Paid internship for 6 months (Belgian Contract – “Contrat belge d’immersion professionnelle”), subject to possibility of renewal:
 - Salary 1000 €
 - Lunch checks of 8 € per working day, minus employee’s own contribution of 1.09 € per working day
 - Transportation allowance
2. The Legal Assistant will be entitled to 20 days annual leave. ECRE also provides half a day of leave per month, calculated on the duration of the contract. These days can be cumulated.

EQUAL OPPORTUNITY

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.

APPLICATION

Please send your application to Charlotte Labrosse (clabrosse@ecre.org) via email, stating “Application Legal Assistant” in the subject heading.

Deadline for applications: **28 April 2024**

Starting date of the position: **3 June 2024**