

International Policy Assistant – Human Rights

Job purpose: To provide support for policy work on international human rights and rule of law, including the Law Society's Lawyers at Risk programme, and assist in the researching and drafting of written content, including legal submissions. Additionally, to carry out advocacy and organise events related to this policy area and across the International Team.

Key Accountabilities:

- To research and monitor developments relating to the relevant area of law;
- To research and draft input into amicus curiae briefs, Universal Periodic Review reports, trial observation reports, responses to consultation papers, and written evidence to parliamentary committees (such as the Foreign Affairs Committee);
- To draft committee and working group papers and briefings for internal use;
- To coordinate with members, lawyers and law firms, assisting the Law Society's work in this policy area pro bono.
- To coordinate events and visits related to this policy area and across the team to time, budget and quality standards;
- To carry out advocacy and represent the Law Society at external meetings with a range of stakeholders, from lawyers at risk to civil servants and representatives of international institutions, individually or with relevant colleagues from within the department as appropriate;
- To pro-actively work with staff in other directorates to provide timely policy advice and technical information to the required standard to contribute to cross-organisational project work;
- To provide input to news and information bulletins, website content and social media used by the Law Society and department;
- To produce technical information and interpretation for use by others involved in decision making, ensuring on time delivery to quality standards.

Knowledge, skills and experience

Essential

- A Bachelor degree in Law and/or a Master degree in international human rights law or public international law
- An understanding of legal practice and the role of the legal profession;
- Ability to assimilate new issues quickly and analyse complex matters with an understanding of the policy implications of proposals;
- Ability to research and prepare policy papers and legal submissions and to explain complex issues clearly and concisely;
- Tact and diplomacy in dealing with a wide range of individuals, including Law Society members, public officials, and human rights defenders;

- Ability to collaborate effectively with colleagues and external stakeholders;
- Ability to manage own wellbeing and productivity during challenging periods, with support from the organisation as required;
- Willingness to learn and develop, taking on new responsibilities and adopting a flexible, pragmatic approach to work

Desirable

- Relevant experience of working in a law firm, or a policy environment in the relevant area of law/policy;
- Knowledge of - or affinity with - rule of law related matters in a particular geographical region or worldwide;
- Experience in carrying out advocacy;
- Experience in drafting online communications.

Planning & Organising

- Ability to deliver work independently and/or as part of a team;
- Excellent written and oral communication skills;
- Robust and diplomatic manner, with sensitivity for members' interests;
- Ability to deal with proactive and reactive work and to take on new priorities as they arise;
- Self-motivation and an ability to work with minimal supervision to prioritise work and meet deadlines;
- Willingness to undertake a limited amount of foreign travel and attend out of hours events from time to time.

Organisation Chart



The professional body for solicitors