

## International Policy Assistant - Rule of Law and Human Rights

### Job purpose:

To provide support for policy work on international human rights and rule of law, including the Lawyers at Risk programme, and assist in researching and drafting documents on related issues. Additionally, to support advocacy efforts and organise events and visits related to this policy area.

### Key Accountabilities:

- To research and monitor developments globally relating to lawyers at risk, access to justice and the independence of the legal profession
- To research and draft a range of documents for external use, including submissions to UN human rights mechanisms, in consultation with colleagues and external partners
- To draft papers and briefings on relevant policy areas for internal use
- To coordinate with partners, members, lawyers, and law firms assisting the Law Society's work in this policy area
- To coordinate events and visits related to this policy area and across the team to time, budget and quality standards
- To conduct advocacy and represent the Law Society at external meetings with a range of stakeholders, individually or with relevant colleagues from within the department as appropriate
- To collaborate effectively with colleagues in other teams to develop briefings, policy advice and media documents and contribute to cross-organisational project work
- To keep the Law Society's intervention tracker up to date and assist in its publication and dissemination on the Day of the Endangered Lawyer
- To provide input to news and information bulletins, website content and social media used by the Law Society and department

Knowledge, skills and experience

Essential

- Bachelor and/or master's degree in law, international human rights law, public international law or other related field, or equivalent experience
- Excellent written and oral communication skills
- An understanding of UN and/or regional human rights bodies and the role of lawyers in upholding human rights and rule of law
- An understanding of the risks lawyers may face when conducting their work
- Ability to conduct research into complex issues and to translate that research clearly and concisely into high quality documents for external and internal use
- Ability to work independently with minimum supervision while prioritising work to meet deadlines
- Ability to collaborate effectively and with tact and diplomacy with a wide range of individuals and sensitive situations
- A proactive approach to creating a welcoming and respectful working environment
- A proactive, constructive and considered approach to all aspects of work
- Willingness to learn and develop, taking on new responsibilities and adopting a flexible, pragmatic approach to work

Desirable

- Experience of organising events
- Experience of collaborating with partner organisations

- Experience in a professional setting in the UK and/or internationally
- Fluency in an official UN language other than English

#### Planning & Organising

- Ability to work independently and as part of a team,
- Ability to balance competing demands and to take on new priorities as they arise
- Willingness to undertake foreign travel and attend out of hours events from time to time

#### Organisation Chart



## Dimensions

### Operating environment

- Engaging with staff at all levels across the Law Society
- Engaging with the Law Society's members and elected representatives
- The post holder reports to the international policy manager for rule of law and human rights.

### Financial responsibility

N/A

### Creative Responsibility

- The post holder will be responsible for preparing a range of materials aimed at internal and external stakeholders.
- The post holder will be provide content for website and our social media outreach

### Analytical Responsibility

- Ability to research and analyse complex issues and explain findings to a range of stakeholders
- Ability to apply knowledge and analysis to influence policy development with UK and international stakeholders and the profession, as well as within the Law Society.

Location

- The role will be based at Chancery Lane, London but with flexibility to work from home (as agreed with line manager). The current expectation is that the post holder will be in the office at least two days a week on average.
- Full time, 5 days a week.