

# Job Description

# Legal Assistant



## **JOB TITLE AND LINE MANAGEMENT**

Legal Assistant – Legal Support and Litigation Team.

Reports to the Head of Legal Support and Litigation or Senior Legal Officer.

## **BACKGROUND INFORMATION**

The European Council on Refugees and Exiles (ECRE) is a pan-European alliance of 102 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 36 European countries. Our legal support and litigation activities are closely connected to the ELENA work and the EDAL database.

## **DURATION**

6 months: August 2019 – January 2020

## **LOCATION**

Brussels, Belgium

## **JOB PURPOSE**

To assist ECRE's Legal Support and Litigation Team with the tasks related to the ELENA network including managing the ELENA Weekly Legal Update; organising legal training; 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*

- Managing the ELENA Weekly Legal Update and ensuring its visibility;
- Administrative tasks related to the management of the online ELENA forum;
- Responding to legal queries facilitated by ECRE/ELENA;
- Updating the ELENA Index;
- Attending and assisting with the relevant ELENA events including minute taking and background research;

### *2. EDAL database*

- Uploading case summaries, news items and journal articles for the EDAL database;
- Updating case law lists and mapping jurisprudence;
- Assisting with managing EDAL's social media;

### 3. *Legal Support and Litigation activities*

- Case assessments for the Litigation Task Force;
- Contributing to the LSL case law and legal research;
- Contributing to reporting and data collection in relation to the LSL activities;
- Attending and assisting with the relevant LSL events including minute taking and background research;

### 4. *Training and miscellaneous tasks*

- Providing administrative support for the legal training (including the ELENA course) run by LSLT;
- Assisting in the running of internal ECRE meetings, including taking minute taking;
- Contributing to ECRE's communication activities, including by drafting articles to the Weekly Bulletin;
- Assisting 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
- Working knowledge of French;
- Fluency in other European languages (German and/or Dutch) 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.