



European  
Network on  
Statelessness

## **Job Advert: Legal Policy Officer (3-Month Fixed-Term Contract)**

**August 2024**

The [European Network on Statelessness \(ENS\)](#) is seeking a Legal Policy Officer (3-month fixed-term contract with potential for extension) to play a key role in enabling us to fulfil our mission to break the cycle of statelessness in Europe and realise everyone's right to a nationality. There is a strong possibility of extension beyond the initial contract term, subject to funding availability.

ENS is a civil society alliance of over 180 members in 41 countries. We are dedicated to raising awareness about statelessness, supporting legal and policy development, and building civil society's capacity to act. At the heart of our work lies the understanding that stateless people and their communities should be leaders of change.

This is a great opportunity to help us deliver our [new Strategic Plan](#) working at the forefront of one of the most pressing human rights issues. The successful candidate will support our law and policy development work and help galvanise change across the region to end statelessness in Europe.

We are looking for someone with a legal policy background and good understanding of statelessness and related human rights issues and standards. They will be able to demonstrate an aptitude to successfully perform the various facets of the role, ranging from legal research and analysis to briefing advocacy targets and galvanising member participation. They will be highly articulate in English (other languages are an asset) with excellent attention to detail, and strong IT, organisational, and interpersonal skills. They will contribute positively to our dynamic organisational ethos, and demonstrate a flexible 'can do' approach, fitting well into a fast-moving and demanding environment with an international dimension.

The role represents an exciting opportunity for candidates with the requisite aptitude, flexibility, and ambition, as well as a strong commitment to working with diverse communities across Europe to address statelessness.

We provide a friendly and welcoming team environment. This includes flexible working arrangements and opportunities for learning and professional development.

**We particularly welcome applications from stateless (or formerly stateless) individuals, and people from a migrant, refugee, or minority background. If you require support with your application, please get in touch to discuss this further with us. ENS is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks as required in line with our Safeguarding Policy. ENS has a flexible working policy and is open to considering the role being undertaken on a part-time basis. Please specify your preferred work hours when applying. We will be happy to discuss flexible working options at the interview stage.**

**Please note that all applicants must have an existing right to work in the UK. Unfortunately, we are unable to sponsor visa applications for this post.**

**If you would like to discuss any aspects of the role, please contact ENS Head of Policy & Research, Nina Murray ([nina.murray@statelessness.eu](mailto:nina.murray@statelessness.eu)).**

## Job Description

### Legal Policy Officer (3-Month Fixed-Term Contract)

<b>Location</b>	<b>London (SE1) office &amp; working from home</b> <i>ENS operates a hybrid working model with staff working partly from home and partly from the office. The postholder would usually be required to work in the office a minimum of one day per week during their probation period and a minimum number of days per month to be agreed with their Line Manager thereafter.</i>
<b>Reporting to</b>	<b>Head of Policy &amp; Research</b>
<b>Contract type</b>	<b>3-Month Fixed-Term Contract</b> <i>There is a strong possibility of extension beyond the initial contract term subject to funding.</i>
<b>Hours of work</b>	<b>35 hours per week (full-time)</b> <i>ENS has a flexible working policy and is open to considering the role being undertaken on a part-time basis. Please specify your preferred work hours when applying</i>
<b>Salary</b>	<b>£31,977</b> <i>ENS operates an annual inflation linked salary review which is subject to Board approval. We also operate a one-year and three-year increment for entry level posts.</i>
<b>Other entitlements</b>	<b>25 days annual holiday (with an additional day for each completed year of service up to 5 days), 5% employer pension contribution, enhanced family-friendly policies, enhanced sick leave and sick pay, and an employee assistance programme.</b>

### Main Responsibilities of the Legal Policy Officer

- 1) Monitor relevant law, policy and practice developments on statelessness in Europe and help disseminate these to diverse audiences
- 2) Monitor litigation and case law developments relating to statelessness and nationality rights in Europe, and help disseminate these to diverse audiences
- 3) Conduct legal research and analysis, and liaise with ENS members and partners to update and develop the Statelessness Index and Statelessness Case Law Database
- 4) Support the preparation of written legal briefings, consultation responses, policy papers, human rights submissions, and articles, including copyediting and proofreading
- 5) Brief a wide range of stakeholders from across Europe on various issues of concern and represent ENS at external meetings and events

- 6) Deliver presentations, facilitate and support training initiatives
- 7) Build and maintain relationships with a diverse range of stakeholders and continually help to identify and promote shared advocacy spaces and collaboration opportunities with people affected by statelessness
- 8) Support advocacy, community engagement, and communications work led by other members of the team
- 9) Contribute to fundraising, funder reporting, monitoring and evaluation, and strategic and operational planning as required
- 10) Undertake shared office administration and project support tasks as required
- 11) On occasion when required, work outside usual office hours and away from the office (including some travel within Europe)

*This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to periodic review in line with organisational development. The postholder may be asked to undertake other duties for which they have the necessary experience and/or training.*

<b>Person Specification</b>
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### **Essential Criteria**

Candidates must demonstrate and explain in their application how and why their previous experience, skills, abilities, and knowledge meet each of the requirements of this post. Please indicate in your responses in the application how you meet the different criteria below.

Skills and knowledge gained from lived experience, from voluntary work, or from paid work are all equally valuable, so please do include these in your application.

***Applications that fail to demonstrate how they meet all the essential criteria will not be shortlisted.***

- 1) Experience in a similar role involving legal policy analysis and development on statelessness and nationality rights or a related human rights issue such as migrant and refugee rights, child rights, or minority rights
- 2) Experience undertaking legal research in European and international law and in a European domestic context
- 3) Ability to digest and analyse complex legal information including legislation and jurisprudence and present this clearly, comprehensively, and accurately in writing to legal and non-legal audiences
- 4) A good understanding of statelessness issues, including causes and consequences, as well as domestic, European, and international legal frameworks relating to statelessness and nationality rights
- 5) Experience of stakeholder engagement with a range of external partners (e.g. policymakers, parliamentarians, service-providers, NGOs, civil society coalitions, lawyers, and communities from diverse cultural and linguistic backgrounds)
- 6) Knowledge of civil society networks and regional and international institutions for advocacy and lobbying purposes including the European Union, Council of Europe, and the UN system
- 7) Highly articulate in English with the ability to present complex information clearly, comprehensively, and accurately orally in meetings, conference presentations, and training contexts for a range of audiences
- 8) Ability to edit, proofread, and format documents to a high standard

- 9) Good organisational skills, confident and resourceful, a can-do attitude, and the ability to work independently with limited supervision, as well as a commitment to constructive and cooperative team working
- 10) Ability to empathise, understand different perspectives, and use this understanding to inform the delivery of work
- 11) Advanced knowledge of MS Office applications (especially Teams, Outlook, Word, PowerPoint, and Excel)
- 12) A strong and demonstrable commitment to our mission including to the participation of people with lived experience of statelessness and representatives of affected communities in our work
- 13) No restrictions to work in the United Kingdom and ability to travel (mainly within Europe)

### **Desirable Criteria**

The postholder may meet some or all the following *desirable criteria* for the post:

- 1) Undergraduate or postgraduate level qualification in a relevant subject (e.g. LLM or equivalent with specialisation in international human rights or related topics)
- 2) Experience of legal casework and/or strategic litigation
- 3) Experience working for a civil society coalition or network/membership NGO working on human rights issues.
- 4) Experience working to influence European regional law and policy on a related issue
- 5) Experience designing and/or delivering participatory training for different audiences
- 6) Competency in additional languages (particularly French, Spanish, German, Arabic, Kurdish, Serbo-Croat, Russian, and Romani languages).

<b>Data policy</b>
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The European Network on Statelessness (ENS) is a registered Charitable Incorporated Organisation in England (charity number 11583414). Our registered address is 28 Stainforth Road, London E17 9RD, United Kingdom. ENS is committed to ensuring that your privacy is protected. Any data requested will be used for recruitment purposes only; to screen candidates and judge their suitability to progress to interview. ENS will not share the data with other organisations for marketing purposes. Data collected in the UK is held in accordance with the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. The information we collect from you will be stored in the European Economic Area ("EEA"). We will keep your personal information for 12 months after which it will be deleted, unless a longer or shorter retention period is required by law, is necessary in the course of legal proceedings or is otherwise needed for a particular purpose under applicable law. We may keep your personal information for a shorter period if you ask us to delete your personal information. In such a case, ENS will aim to delete your personal information within a maximum period of one month from the date of the request. You have the right to request a copy of data we hold on you, to rectify your data and to restrict processing of your data. You can email at [info@statelessness.eu](mailto:info@statelessness.eu) or write to us at ENS, 28 Stainforth Road, London E17 9RD, United Kingdom. For more information on how we process data and your rights please read our [general privacy policy](#).

### Safeguarding

ENS is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks (including a DBS check) as required and in line with our Safeguarding Policy and Procedures. More information, including a copy of ENS's Safeguarding Policy, can be provided on request.

### Application Procedure

Candidates should send a completed [Application form](#) to [info@statelessness.eu](mailto:info@statelessness.eu) **no later than Thursday 22 August 2024 (9am UK time)**, stating "Legal Policy Officer" in the subject heading. Please also provide a recent writing sample/extract (no more than 500 words) of a legal/policy piece that you authored.

Candidates are also encouraged to fill out an online [Equality and diversity form](#). Your co-operation in completing this form is greatly appreciated, but not mandatory. Any information you provide is treated in strictest confidence and does not form part of your application.

Regrettably, due to the large number of applications we usually receive, it is not possible to write to you should you not be shortlisted for an interview. If you have not heard from us within 10 days of the closing date, please assume that your application has not been successful on this occasion.

For questions about the role, contact ENS Head of Policy & Research, Nina Murray ([nina.murray@statelessness.eu](mailto:nina.murray@statelessness.eu)).

Interviews with shortlisted candidate will be **held on Thursday 5 September 2024**. Please indicate in your application covering email if you would be **unavailable** to attend an interview (either online or in person at our London office) on that day.