

Case and Project Support Officer

Reports to: Legal Director
Salary: £23,212 - £29,015
Contract: One year fixed term; 37.5 hours per week

The Media Legal Defence Initiative is a charity that helps journalists worldwide defend their rights. We provide support for the defence of journalists and independent media outlets by providing financial and substantive legal support, and by building legal capacity for the defence of media in countries where this is most needed. MLDI's portfolio consists of a mix of high-profile strategic cases as well as cases defending other legal threats against journalists. MLDI currently has litigation pending in over 50 national and international courts and tribunals. We are recruiting for a Case and Project Support Officer to strengthen our team. This is an exciting opportunity to join a dynamic organisation that is among the leaders in the legal defence of journalists worldwide.

Role summary

Working under the direct supervision of the Legal Director, the Case and Project Support Officer will be responsible for providing day-to-day support for the litigation work carried out by MLDI and assist in the administration of legal defence projects run by MLDI and its partner organisations. In addition, the Case and Project Support Officer will assist with legal research and administrative tasks related to MLDI's work.

The successful candidate will be highly motivated and excited by the opportunity to be part of a young organisation and to help bolster its reputation in the field. He or she will be able to work in a very fast-paced environment in which they will be expected to produce high-quality output at a consistent rate on a variety of issues.

Main responsibilities

The Case and Project Support Officer's main tasks and responsibilities will include the following:

Litigation and case support

- Assist in the handling of requests for support and advice from individual journalists, media outlets and NGOs, and assist in the preparation of case assessments
- Conduct research on comparative and international law on freedom of expression and related issues, undertake factual research
- Manage, coordinate and ensure quality control of case documents, filings, translations, publications and project materials
- Review proposed legal arguments together with the Legal Officer and Legal Director
- Assist in following up on cases and analysing case outcomes and arguments made

Project management

- Assist in the administration of specific projects run by MLDI and its partner organisations
- Assist in the collection and compilation of monitoring and evaluation information

Other

- Help maintain MLDI's cases and grants database
- Administer travel and visa arrangements for litigation staff, and when necessary for partners and event participants
- Manage and maintain systems for case filing, document management and knowhow
- Handle and disseminate post, fax and electronic communications; deal with telephone enquiries; draft minutes, letters, faxes and emails
- Prepare bundles for filing
- Assist with the development of training materials and presentations
- Assist in the preparation of a monthly report on activities
- Provide material for the MLDI website as needed

Qualifications, skills and experience

The Case and Project Support Officer should have the following qualifications, skills and experience:

- Right to work in the UK
- Qualified lawyer, or an advanced law degree
- Experience working as a lawyer, preferably in human rights or media law
- Experience of working in different legal systems would be an advantage
- A good understanding of the international law of freedom of expression is preferred
- Fluency in English with excellent writing and editorial skills
- Good working knowledge (spoken and written) of French or Russian would be a significant advantage
- Demonstrated ability to work in a diverse multi-cultural environment
- Ability to manage effectively multiple cases and projects in a very fast-paced environment
- Proven ability to work in a small team
- Pleasant, diplomatic manner and disposition in interacting with senior management and colleagues at all levels, as well as with MLDI's partners and the general public
- Ability to work both independently and with others
- Integrity, professional discretion and ability to handle confidential matters

Familiarity with any of the geographic regions in which MLDI works is a plus. At present, MLDI's work is focused on Africa, Asia and Europe.

Candidates should send a CV, writing sample and covering letter, including two references, to recruitment@mediadefence.org, quoting "MLDI – CSO" in the subject line.

Closing date: 31 January 2015. Interviews will be held during the week of 9 February 2015. Only candidates short-listed for interview will be contacted.