

Job Description: Legal Officer

About This Role

Job Title:	Legal Officer
Pay:	£15,000 pro rata (£30,000 per annum)
Hours:	18.75 hours per week full time equivalent (based on a 37.5 hour week). Employee-led working schedule. Flexible holiday policy
Place of Work:	Home, but must be prepared to travel to London/SE for meetings up to once a month.
Purpose of Role:	The Legal Officer is a new and critical role at Birthrights, working closely with the Programmes Director and CEO to manage Birthrights advisory and legal work, including running the advice service, overseeing strategic litigation and providing legal policy input with core stakeholders. This post will be offered initially on a 12-month contract with possible renewal for a further 24 months.

Key Responsibilities

Advice Service

1. Manage Birthrights advice service including: providing accurate and timely advice to pregnant women, families and health care professionals, and providing regular updates to the staff team and Board on the advice service.
2. Manage the recording, analysis and evaluation of our advice service in line with our data protection policies.
3. Developing our suite of factsheets to address common areas of enquiry.
4. Lead on improving the accessibility of the resources that support our advice service (factsheets, blogs, placed content on external websites, video resources) ensuring that our resources are accessible to those with low reading ages, sensory impairment and developing creative ways to target women unable to access our services via the internet.



Strategic Legal Work

5. Use the intelligence gathered from our advice line to inform strategies for further policy, research or legal interventions. This may include:
 - Drafting letters to local NHS Trusts and managing a communications plan to meet a specific local policy-change objective.
 - Identifying a case for judicial review, or an opportunity to mount a legal challenge in collaboration with other charities/organisations, securing legal representation and negotiating terms with external lawyers. Acting as the main point of contact within the team for any strategic litigation. Working with the CEO and other team members and/or PR consultants to raise awareness and manage coverage of the intervention and work with other members of the team to raise funding if required.
 - Working with our Research and Partnerships Officer to identify and scope opportunities for further research based on advice service intelligence, particularly those likely to impact on women in our identified priority groups or high-volume areas of enquiry.
 - Working with the support of the Programmes Director to develop links with partner organisations working with women at risk of facing rights violations.

Developing Our Training

6. Working closely with the Programmes Director and other team members to grow and adapt our mission-critical, health-care professional outreach work and our revenue-generation focused training to respond to the trends seen by our advice service and within our partner programmes.
7. Support the Programmes Director in the development of healthcare professional-focused online and traditional education resources

Person Specification

Qualifications - Essential

- Degree or advanced degree in relevant field or equivalent work experience

Experience and knowledge - Essential:

- Knowledge of human rights law
- Understanding of the legal system and strategic litigation



- Experience providing advice and/or legal policy work
- Familiarity with maternity care and related issues
- Excellent written and verbal communication skills and the ability to deal sensitively with vulnerable people

Experience and knowledge – Desirable:

- Experience with policy development, scrutinising legislation, and responding to government consultation documents
- Budget management experience
- Understanding of evaluation and monitoring frameworks
- Experience in data collection via FOIs, surveys and social media
- Experience of delivering training and production of resources for professionals
- Experience of remote and home working

Application Process:

Please send a CV and covering letter outlining your suitability for the post to info@birthrights.org.uk by 5pm on Wednesday 27th June 2018 with the job title as the subject. Applications received after the closing date will not be considered. All applications will receive an automatically generated response confirming receipt.

We expect to receive a high volume of applications for the post and regret that we are not able to contact applicants who have not been shortlisted. If you have not been invited for interview by 9th July please consider this as confirmation that your application has not been successful. Due to our limited resources we are unable to provide feedback on applications.

Birthrights is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. If you have any special requirements for interview please let us know.

Interviews:

Interviews will be held in central London w/c 9th July 2018. Shortlisted applicants will be contacted by email to arrange interview times and details of the interview will be confirmed by email. Shortlisted candidates may be asked to complete pre-interview tasks.

The interview panel will be made up of two to four people who will each ask the candidates questions. The questions are intended to allow you to expand on your application and to demonstrate to the panel how far you meet the essential and desirable requirements of the post.



All candidates are asked a uniform set of questions and may also be asked follow up questions to clarify or expand on individual answers. At the end of the interview candidates will also have an opportunity to ask questions about the job, conditions of service, etc.

Once all interviews have taken place, shortlisted applicants will be contacted and informed of the outcome either by email or phone and offered the opportunity to receive feedback.

