

Legal & Policy Officer - Volunteer

Job Description

SwimTayka teaches children in underserved communities around the world, to swim. Since 2016, SwimTayka has been working towards our long-term goal that all children, wherever they are born, have access to free swimming lessons in clean water. This Legal & Policy Officer role is solely responsible for the monitoring and creation of policy to ensure we meet all legal responsibilities within the Charity, although a passion for swimming and the environment is welcomed.

Responsible to:	Chairperson of SwimTayka
Location:	Any (home based working)
Hours of Work:	Flexible - estimated at 10 hours a month

Overview

The Legal Policy Officer will perform a key role in supporting projects overseas.

They will update and develop SwimTayka's Policies Index, support the development and coordination of SwimTayka's strategic litigation strategy, and support law and policy development across our priority thematic areas (children's rights, access to justice, forced displacement and anti-discrimination).

The postholder will be required to liaise with our Partner Organisations to monitor and support their work whilst ensuring laws in both countries are abided by and that our policies do not contradict any laws.

The role requires an individual capable of thinking strategically while being hands-on on a day-to-day basis. The successful candidate will have a legal background with experience working in a similar role in an NGO environment, and be able to demonstrate an aptitude to successfully perform the various facets of the role, ranging from legal analysis and research to support strategic litigation, briefing advocacy targets or galvanising member participation.

The candidate will be highly articulate in English (other languages are an asset) with good IT skills and able to effectively manage and work within networks and coalitions. The candidate will be contributing positively to our organisational ethos, be able to demonstrate a flexible and entrepreneurial 'can do' approach and fit well into a challenging environment with an international dimension.

SwimTayka 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.

SwimTayka supports flexible working arrangements.

Main outcomes to be delivered by the role:

1. Monitor relevant legislative, policy and practice developments on statelessness in Europe and help disseminate these to diverse audiences
2. Coordinate legal research, conduct legal analysis and liaise with SwimTayka members to update and develop the Statelessness Index
3. Support the preparation of written legal briefings, consultation responses, policy papers, and articles, including copyediting and proofreading
4. Brief a wide range of stakeholders from across Europe on various issues of concern, including to represent SwimTayka at meetings or events
5. Support campaigning and communications work
6. Work with members and partners to coordinate human rights advocacy, including to contribute to joint submissions to the UPR and UN treaty bodies Strategic Litigation
7. Support the development and implementation of SwimTayka's strategic litigation strategy
8. Monitor ongoing litigation and case law developments relating to statelessness and nationality rights in Europe, and help disseminate these to diverse audiences
9. Coordinate the Secretariat's contribution to member-led strategic litigation, including third-party interventions and liaising with members via the strategic litigation working group
10. Assist with planning and delivery of regional events, including fundraising events.
11. Represent SwimTayka at external events, including delivering presentations and facilitating workshops with diverse stakeholders such as community representatives, NGOs, lawyers, policymakers, officials, and parliamentarians
12. Maintain external 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 Fundraising & Administrative Duties
13. Provide other office administration and project support as required (including minute-taking, booking travel, arranging couriers, contacting suppliers and administering partnership agreements)
14. Actively contribute to fundraising and strategic and operational planning as required
15. Help to identify and engage prospective new members
16. Work outside usual office hours and away from the office on occasions when required (including some travel within Europe).
17. Ability to communicate finance to non-finance Trustees.
18. Carry out all other duties as may be reasonably assigned from time to time and with the level of this Volunteer Description.

Knowledge, skills and abilities required:

This volunteer 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. Person Specification Essential Criteria Candidates must demonstrate and explain in their application how and why their previous experience, skills, abilities and knowledge, meet the requirements of this post.

Applications that fail to demonstrate this will be not be considered for shortlisting Legal and policy knowledge, experience and skills

- Legal background and experience in a similar role involving legal policy development and stakeholder engagement with a wide range of external stakeholders
- Experience of undertaking legal research in international law, as well as in a domestic context
- Ability to digest, analyse and present complex legal information including legislation and jurisprudence, clearly, comprehensively, and accurately both orally and in writing to legal and non-legal audiences
- A good understanding of international human rights and refugee law
- Knowledge of civil society networks, regional and international institutions for advocacy and influencing purposes Other skills and experience
- Native English speaker or equivalent fluency (other languages are an advantage)
- Highly articulate, with excellent written and oral skills, attention to detail, and the ability to communicate with a range of different audiences
- Ability to rapidly assimilate and digest large volumes of information, and translate positions on complex issues (legal and social) into reader-friendly and policy-relevant language
- Strong IT skills
- A good communicator who is able to liaise with non-legal Trustees.

Desirable

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

- LLM or equivalent
- Experience of legal casework and/or strategic litigation
- Project management skills (including monitoring and evaluation)
- Experience working for a civil society coalition or network/membership NGO
- Competency in additional languages
- Experience of Charity policy.
- Working Knowledge of Google Docs or Microsoft Word
- Track record of working autonomously and in a small team.
- Able to work collaboratively in a challenging environment.
- An investigative nature.
- A keen interest in the growth and efficiency of SwimTayka.

- An ability to collaborate with different cultures to agree a desirable outcome.

Personal Qualities

- A can-do attitude and ability to work independently with limited supervision, as well as a demonstrable commitment to constructive and cooperative team working
- Confident, resourceful and proactive, with initiative and a problem-solving disposition
- Ability to meet deadlines and take personal responsibility for work
- Ability to work effectively with a range of stakeholders, internal and external, including senior staff, trustees, grantees, policymakers, practitioners, communities and individuals from diverse cultural and linguistic backgrounds.
- A strong and demonstrable commitment to our mission
- All applicants must have the right to work in the UK for the duration of the contract
- The successful applicant will be required to undergo a criminal background check and volunteer position offer is dependent on a satisfactory return

Equal Opportunities Statement

SwimTayka aims to ensure that no prospective or actual employee is discriminated against on the grounds of race, sex, nationality, marital status, sexual orientation or gender identity, employment status, class, disability, age, religious belief or political persuasion, nor is disadvantaged by any condition or requirement, which is not demonstrably justifiable.

Safeguarding Statement

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

Data Protection

For details of our data protection and privacy policy please refer to our website:

<https://swimtayka.org/privacy-policy/>

Application Procedure

Candidates should send a Curriculum Vitae, a detailed Personal Statement (fully addressing all the criteria in the person specification) and a writing sample in English (max. 1000 words) to volunteer@swimtayka.org no later than 20th March, stating Legal Policy Officer in the subject heading.

For questions about the role contact volunteer@swimtayka.org: Candidates should also provide details of at least two referees (not to be contacted until a volunteer offer is made).

Regrettably, due to the large number of applications we 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 20 days of the



closing date, please assume that your application has not been successful on this occasion. Interviews will be conducted at the start of April.