

Recruitment Information

Legal Fellow

12 months fixed term

Full time

June 2024

About the Scottish Human Rights Commission

The Scottish Human Rights Commission is an independent public body with a broad statutory remit to promote and protect human rights in Scotland. We are accredited within the United Nations system as an A-Status National Human Rights Institution.

The Commission works on a range of legal, policy and practical issues which affect people's human rights in Scotland. This includes economic, social and cultural rights such as rights to food, housing, social security and health. We also work on issues such as policing, prisons, climate justice, and business and human rights.

As well as monitoring law, policy and practice, the Commission also promotes awareness, understanding and respect for human rights. We produce resources to support other organisations to take a human rights based approach to their work, and to help build understanding of human rights among the wider public.

This role sits within the Commission's Legal & Policy team. Working closely with colleagues, the job holder will use their knowledge of the European and International human rights systems together with their legal and policy research skills to support various projects aimed at protecting and promoting the human rights of everyone in Scotland.

About the Job

General

Job Title:	Legal Fellow
Working Pattern:	Full time
Duration:	Fixed term 12 months
Team:	Legal & Policy
Reports to:	Legal Officer, Grade 5
Location:	Based in Bridgeside House, 99 McDonald Road, Edinburgh Option to work on a hybrid basis; however attendance at office required at least two days per week.
Salary banding:	Grade 2 FTE salary £28,860 - £31,318 (pay award pending for 2024-25) Appointments will usually be made at the bottom of the salary band. A higher starting salary may be agreed with exceptional candidates.

Overall purpose

The Scottish Human Rights Commission is recruiting a legal fellow as part of its new Scottish Human Rights Fellowship scheme. The Scottish Human Rights Fellowship scheme offers one position on an annual

basis, with the potential for the scheme to grow in future. The job holder will work collaboratively with members of the Legal and Policy team and colleagues across the Commission, gaining valuable insight into the work of Scotland's National Human Rights Institution. The Commission's Legal and Policy team currently consists of two Legal Officers, one Research Officer, one Policy and International Officer, one Policy Officer, one Participation and Policy Officer and one Project Officer: Policy and International.

Specific projects and areas of work will depend on the particular focus of the Legal and Policy team at any given time; however, the job holder would use their knowledge of the European and International human rights systems together with their legal and policy research skills to support various projects aimed at protecting and promoting the human rights of everyone in Scotland.

Budgets Controlled

This post has no budgetary responsibility.

Core Areas of Responsibility and Key Activities

- Undertake pieces of human rights legal and policy research, and communicate findings in an accessible and easily digestible manner either in writing or verbally.
- Assist members of the Legal and Policy team in the planning and delivery of distinct projects, including reporting on progress to colleagues across the Commission.
- Support the development of training and capacity building in human rights as appropriate.
- Support members of the Legal and Policy team in preparing submissions to inter-governmental and non-governmental organisations.

- Participate in events, seminars and other outreach activities organised by or supported by the Commission with public authorities, governments, private actors and civil society, to raise public awareness of the Commission and of human rights.
- Support team members in preparing papers for Commission meetings.
- Undertake any other duties whenever reasonably required.

Please note this is not an exhaustive list and the duties associated with the post may be subject to reasonable change from time to time according to the needs of the organisation.

Person Specification

Formal Qualification/s

A degree in a legal or policy subject with significant exposure to human rights law.

Knowledge

Knowledge of European and International human rights systems.

Knowledge and understanding of human rights issues in the Scottish context.

Experience

Demonstrable commitment to working in the human rights field.

Experience of conducting legal and policy research.

Experience of translating complex legal or policy concepts into accessible information.

Experience of working in a professional environment.

Skills

Strong communication skills, including the ability to write clearly and concisely.

Ability to arrive at clear conclusions based on an understanding of human rights.

Ability to work independently, as well as in a small team.

Strong interpersonal skills and a confidential and sensitive approach.

Excellent IT skills.

Additional Information

On occasion, travel may be required either to support the Commission's large scale events, to participate in training and development activities or to attend meetings (ad hoc throughout the year and normally in Edinburgh or Glasgow).

Potential for Flexible Working

This is a full-time role. The Commission supports flexible and hybrid working. The post-holder will be required to spend a minimum of two days a week physically in the office (located in Edinburgh).

Review

Every job description in the Commission will be subject to a review in the following situations:

- on an annual basis at the time of the annual appraisal meeting;
- as a result of a change in strategic direction;
- as a result of a team/ operational requirements;
- as a result of agreed performance appraisal needs and objectives; or
- within six months of appointment.

Benefits

Working Hours

Flexible working

The Commission is a flexible employer and is committed to going beyond its statutory obligations in relation to flexible working. We are open to flexible working requests.

Pay structure

This Legal Fellow role is a grade 2 role within our pay structure.

FTE salary £28, 860 - £31,318

Pension

Commission employees are eligible to join the Civil Service Pension scheme. From 1 April 2015, a new Civil Service pension scheme - Alpha - was introduced. Alpha is a Career Average pension scheme.

Annual Leave

30 days annual leave plus 11.5 public holidays (pro rata for part time hours)

Commitment to CPD

The Commission has a strong commitment to training and professional development and you will have access to training courses in core skills as well as policies to support continuing professional development.

How to Apply

To apply for this position, please send a completed application form to the Commission, either:

By email: recruitment@scottishhumanrights.com

By post: FAO Corporate Services
Scottish Human Rights Commission
Bridgeside House
99 McDonald Road
Edinburgh
EH7 4NS

You must complete an application form, CVs will not be accepted. Applications should demonstrate how you meet the criteria for the role as outlined in the job description and person specification.

If you need to provide information in a different format please contact us to discuss.

Key Dates

The deadline for applications is **9am on Monday 1 July 2024**.

Interviews will take place in person at our office in Edinburgh, dates may be subject to change but are likely to take place during the week commencing **24 July 2024**.

Participation in interview

If there are any barriers to you taking part in an interview in this form please contact us at recruitment@scottishhumanrights.com.

Applicants must have the right to work in the UK to be eligible to apply.

Equality and Diversity

If you would like to discuss adjustments to the recruitment process that would enable your participation please contact us at recruitment@scottishhumanrights.com

Disclosure and Pre-Appointment Checks

The successful candidate for this post will be asked to apply for Baseline Security Clearance and a Basic Level Disclosure Scotland Certificate and/ or a country equivalent if the candidate has lived in another country in the past three years. We will undertake pre-appointment checks of references, ID, permission to work in the UK and any education certificates listed in the application form. Confirmation of employment will be subject to these checks being completed satisfactorily. The Commission will facilitate and cover the cost of the checks and certificates. If you want to discuss this requirement, in confidence, at any time please contact us at recruitment@scottishhumanrights.com.