**Application for the position of Legal Officer**

Justice Centre Hong Kong is an independent, non-profit, human-rights organisation working to protect the rights of Hong Kong’s most vulnerable migrants – refugees, victims of trafficking, survivors of modern slavery and other people seeking protection in this city. Justice Centre does advocacy work and research, which it uses to advocate for improvements to legislation and policies. It envisions an inclusive, just society where people from all countries of origin enjoy dignity, human rights and access to justice in Hong Kong. Justice Centre is not affiliated with any religious or political organisation and does not receive any government funding. For more information about Justice Centre, please visit [www.justicecentre.org.hk](http://www.justicecentre.org.hk)

**Purpose of position:**

The Legal Officer (LO) works under the supervision of the Head of Programmes and/or Legal Services Manager to ensure the highest standard of legal services are provided to our clients.

**Reporting relationships:**
The LO is managed by and reports to the Head of Programmes and/or Legal Services Manager.

Please find enclosed:

1. A job description and person specification
2. A guide to completing the application form
3. An application form.

The closing date for applications is **6PM on** **28 February 2023**.

**This is a part-time role, preferably four-days-a-week role with competitive salary, commensurate with experience.**

This will include generous employee benefits including MPF, medical and dental insurance, flexible working (where appropriate and following mutual agreement with direct supervisor) and generous annual leave.

Please email the completed application form directly to jobs@justicecentre.org.hk with the subject line ‘**Legal Officer’**.

Thank you for your interest in the post, and we look forward to receiving your application. Due to the high volume of applications, only short-listed candidates will be contacted.

**Legal Officer**

**Job Description**

**Responsibilities:**

The responsibilities of the LO include:

* Contributing to direct delivery of legal services, including providing legal information and assistance to clients;
* Handling a caseload of Individual Assistance clients;
* Conducting screening assessments to determine scope of services for new clients;
* Supporting the Legal Team in developing the substance and quality of Justice Centre’s legal programme, including group and individual legal information and assistance services;
* Contributing to developing legal resources for staff, pro bono partners, clinic students, fellows and volunteers, including templates, training materials and legal information;
* Reviewing written legal work prepared by staff, pro bono partners, clinic students, fellows and volunteers, and provide detailed feedback and coach team members to continually improve the quality of work product;
* Providing support in the delivery of the Clinical Education programme
* Assist with the design, delivery and/or supervision of the legal team’s broader educational and technical assistance work, including delivering legal team trainings, internal training of staff and other trainings;
* Contributing to the support and development of relationships with existing and prospective pro bono partners;
* Contributing to proposals and reports to Board and donors, including annual reports;
* Contributing to building the profile of Justice Centre, including attending speaking engagements with stakeholders within the legal and donor community;
* Contributing to developing organizational strategy, networking with strategic partners, fundraising and whole-of-office initiatives;
* Support with the design and delivery of legal information and assistance to people in immigration detention; and/or
* Performing other duties as assigned by the Head of Programmes and/or Legal Services Manager, and other members of the Senior Management Team.

**Person specification**

**Essential**

Requirements:

* Multicultural sensitivity and ability to work compassionately and effectively with people from different cultural backgrounds (and who are often vulnerable including those with mental health issues), and across the language barrier;
* Law degree or law conversion: LLB, JD, GDL;
* Excellent writing ability and communication skills;
* Demonstrable excellent organizational and communications skills;
* Ability to work independently whilst being a good team-player;
* Fluency in verbal and written English; and
* Legal right to work in Hong Kong.

Desirable:

* An understanding of the challenges faced by those seeking protection in Hong Kong.
* Prior experience of relevant legal casework;
* Prior experience and/or training on matters relating to migration and the international and/or domestic legal frameworks;
* Prior experience of case-management or equivalent data gathering systems.
* Prior experience of direct NGO service delivery;
* Understanding and experience of mental health and social welfare matters, and particularly those faced by people seeking international protection; Experience working with vulnerable people in a professional setting;
* Fluency in Cantonese; and
* Fluency in another language such as French, Arabic, Somali, Urdu, Hindi, Sinhala or Bengali would be a considerable asset.

**Guidance notes for completing the application form**

**Please read these notes carefully. They have been written to help you make the best of your application. The decision to short-list you will be based on the information you provide on the application form.**

**You will be required to show how you meet the requirements of the job description and person specification.**

1. Read through each section of the application form carefully. You may find it helpful to do a rough draft first.
2. The person specification describes the skills, knowledge, and experience which you will need in order to do this job. You should address each factor in turn. This is where you make your case for being selected to do the job. Examine the skills and experience being asked for and provide evidence of your suitability by giving specific examples which show that you have the necessary skills, knowledge, and experience for the job.
3. If you have been out of paid employment for a period of time your job history may be less important than other recent responsibilities or experience.
4. Do not forget skills and experience that you have gained outside full-time work.
5. Write out your application in a brief, well-organised and positive way.
6. Please keep to the word limit.

**Application form for the post of Legal Officer**

**Personal details**

|  |  |
| --- | --- |
| **Full name** |  |
| **Address for correspondence** |  |
| **Email address** |  |
| **Contact number**  |  |

**References**

Please provide the names and addresses of two referees. One should be your current employer (if any) and it would be preferable if the other were to be someone who has known you in a professional capacity. Your referees will be contacted only if you are offered the position.

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| --- | --- |
| **Full name** |       |
| **Email address** |       |
| **Contact number** |       |

|  |  |
| --- | --- |
| **Full name** |       |
| **Address** |       |
| **Contact number** |       |

**Declaration**

I certify that the information given on this form is correct to the best of my knowledge. I consent to Justice Centre Hong Kong checking any of this information. I consent to Justice Centre Hong Kong contacting the referees I have put forward if I am offered the post.

Signed …….…………………………………..………………………………………………………….......

Date ………………………………………..

1. **Education and training**

Please list your educational, professional qualifications and any training or courses which you believe are relevant to the post

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| --- | --- |
| **Dates** | **Course/Qualification/Training** |
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1. **Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of employer** | **Dates of commencing and finishing** | **Position held and responsibilities undertaken** | **Reasons for leaving employment** |
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**Any other relevant experience as a volunteer or in any other capacity**

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| --- | --- | --- | --- |
| **Name and address of organisation** | **Dates of commencing and finishing** | **Work undertaken** | **Reasons for leaving** |
|  |       |       |       |
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1. **Languages** (please indicate your level of ability i.e. basic, able to converse, fluent, bilingual)

Insert answer here

1. **Ability to take up the post**

If successful, when would you be able to start with Justice Centre Hong Kong?

Insert answer here

1. **Reasons for applying for the post.**

Please tell us why you are applying for the post. Describe the skills and abilities, knowledge and experience that you can bring to the post. Please make sure that you reply **closely following the essential criteria in the person specification** for this post. If you wish you can continue on another page but please do not write more than 1000 words in total.

Insert answer here