



JUNIOR LEGAL AFFAIRS OFFICER

FACE is looking for a Junior Legal Affairs Officer to join its team in Brussels. This role offers a great opportunity for a motivated individual to combine the practice of EU and international law with European Public Affairs in an international environment.

We are looking for someone who is a self-starter, confident and professional. The ideal candidate should have strong knowledge of EU law and policy-making processes and be quick to learn in new areas. He or she should be passionate about the work we do at FACE and willing to work hard to increase our reach, awareness and influence in promoting sustainable hunting and conservation in Europe.

Location: Brussels, Rue Frédéric Pelletier

Terms: One-year contract (under Belgian law).

Reports to: Director of Legal and Public Affairs

How to apply: Please send your CV and covering letter to Recruitment@face.eu explaining the reasons for applying to this position. Deadline for application is **22 February 2016**. Selection and interviews are scheduled between 1 and 20 March.

JOB PROFILE: Junior Legal Affairs Officer

Responsibility: In this role, you will work under the supervision of the Director of Legal and Public Affairs to provide timely and high-quality legal advice and support. The post holder will engage in FACE's public affairs and policy work, ensuring target-oriented positioning and effective representation of the hunting community in relevant policy processes at EU and international level.

Key Relationships: All internal staff, FACE Members' staff in 36 countries, wide range of external partners, EU officials and Members of the European Parliament.

KEY DUTIES:

Legal Affairs

- Conduct legal research, monitoring and analysis of EU and international law and policy developments related to hunting and nature conservation (in fields such as the environment, firearms & ammunition, public & animal health, hunting rights & landownership, wildlife trade...) and draft opinions, synthesis notes and reports to internal staff and Members;
- Develop and implement legal strategies, campaigns and events and other tasks aimed at achieving FACE's legal and policy objectives;
- Ensure coordination and involvement of Members in FACE's legal work and manage internal platforms to that end, including meeting organisation and follow-up.

Advocacy and External Relations

- Support design and implementation of FACE's advocacy strategies in close collaboration with the relevant policy officers. This work will include: draft memos, advocacy documents and thematic submissions for EU institutions and international bodies, monitor and analyse legal and policy initiatives and developments in said institutions and bodies, and bring key hunting-relevant issues to the attention of officials and decision makers;
- Represent FACE and its positions in meetings and public events;
- Develop and leveraging key contacts and partnerships with decision makers and stakeholders.



General

- Ensure good communication advancing the legal and policy work of FACE;
- Contribute to overall FACE strategy development, work plans and reporting processes;
- Provide strategic legal and policy advice to the director;
- Assist in content conceptions, implementation and reporting of projects and project proposals related to hunting-relevant fields of law and drafting of partnership agreements and memoranda of understanding;
- Willing to work flexibly: occasional flexible hours and travel within Europe.

Background and Experience

- University diploma in the field of Law;
- Strong knowledge of EU law and of the EU institutional framework (shown by experience or training);
- Knowledge of and/or experience with the EU policy making and processes;
- Demonstrated ability to work in an international context with organisations from differing backgrounds and varying cultures with tact and diplomacy;
- Proficient knowledge of usual MS Office tools (especially Word, Excel and Power Point).

Key Skills and Personal Attributes

- Good analytical skills and capacity to identify and resolve key issues;
- Excellent communication and reporting skills and ability to construct coherent arguments;
- Strategic mind with understanding of political processes;
- Excellent interpersonal skills with ability to adapt to a multicultural working environment;
- Result-orientated team player with pronounced ability to work on own initiative and with a high degree of autonomy;
- Strong organisational skills, detail orientated and ability to manage priorities and work to deadlines under pressure;
- Excellent command of both written and spoken English with a good knowledge of at least one other European language, preferably German and/or French. Additional European language would be an asset;
- Empathy with the aims and objectives of FACE;
- Experience of and/or understanding of hunting, countryside activities and nature conservation would be an asset.

FACE is the European Federation of Associations for Hunting and Conservation.

Established in 1977, it represents the interests of Europe's 7 million hunters as an international non-profit-making nongovernmental organisation (INGO). This makes FACE the largest democratically representative body for hunters in the world and is probably one of the largest European civil society organisations.

FACE is made up of its Members: national hunters' associations from 36 European countries including the EU-28. FACE also has 4 Associate Members and has its Secretariat in Brussels.