



LEGAL RESEARCH ASSISTANT TO UKELA'S BREXIT TASK FORCE

Background

UKELA is an educational charity that:

- Shares knowledge and best practice across a UK-wide membership network of legal practitioners, academics and students in public, private and voluntary sectors;
- Provides information on environmental rights and responsibilities to the public; and
- Comments to government and policy makers on ways to make better law for the environment.

We adopted a neutral stance on the Brexit Referendum, reflecting the range of views on this question among our membership and the wider public.

The UK's decision to leave the European Union is likely to result in changes to the environmental laws of the different countries comprising the UK.

As the process of implementing Brexit progresses, UKELA is keen for its independent and expert voice to be heard.

To that end, UKELA has established a Brexit Task Force (BTF), comprised of leading environmental lawyers from academia, private practice, environmental consultancies and the Bar. The BTF reports to UKELA's Executive Committee and Council of Trustees and is supported by UKELA's staff.

The role of the BTF is to help to ensure that UKELA is effectively engaged in the Brexit process – responding to opportunities, and identifying ways to address potential threats.

With the full support of UKELA's Council of Trustees, we are now recruiting a Research Assistant to support UKELA and the BTF in undertaking its important work. The post offers a wonderful opportunity to be at the heart of a most critical period in the development of UK environmental law, and help secure its future.

Reporting Line

The successful candidate will report for line management purposes to UKELA's Executive Director and on a day-to-day basis for guidance, and priority-setting to UKELA's legal advisor to the Brexit Task Force.

Principal Duties and Responsibilities

The role involves supporting UKELA and the BTF by undertaking and contributing to research activity in relation to the risks and opportunities for environmental law arising from the UK's departure from the European Union, including the following:

1. To undertake research as directed and assisted by the legal advisor to the Brexit Task Force
2. To conduct individual or collaborative research projects, including with UKELA's Working Parties
3. To prepare reports and present information to the BTF, including progress reports
4. To help prepare reports and submissions to external bodies, such as Parliamentary Committees and Government Departments as appropriate
5. To participate in external networks and research groups as appropriate
6. To assist, as required, in the supervision of student projects and the development of student research skills
7. To comply with UKELA's corporate and employment policies, especially those relating to health and safety, equality of opportunity and data management
8. Any other duties as may be assigned from time to time commensurate with the position

Location

The successful applicant will be largely home-based, with the potential need to spend part of the working week based in an office in central London and the definite need for some travel in and around London and possibly to other parts of the UK.

Person Profile

Candidates must demonstrate:

- Relevant qualifications and project-based experience suitable to the role
- Strong IT skills (email, word-processing, calendar, spreadsheet packages, basic website maintenance etc.) used in a flexible and efficient way to support a wide range of research and collaborative tasks
- Good communication skills, both written and verbal
- A proactive and flexible attitude to work, with a strong commitment to member and stakeholder relations

Candidates should also be able to provide evidence of:

- A legal degree and/or legal professional qualification, and an interest in the environmental law field
- Flexibility in their approach to work, consistent with the needs of a small, home-based staff organisation with a large volunteer network
- An interest in, and aptitude for, "on the job" learning

Work Pattern, Remuneration & Benefits

4 days per week (30 hours) for an initial 6-month contract, with the potential to extend to 12 months after successful completion of a probationary period.

- Salary in the range £26,000 to £30,000 pro rata to working hours for a suitably experienced candidate
- Potential for employer pension contribution on successful completion of probationary period
- Annual leave: 20 days plus statutory days pro-rata to contracted hours
- Home-based role, with IT and communications equipment provided or contribution paid towards costs, as appropriate to candidate circumstances

Application and Interview Timetable

UKELA is an equal opportunity employer. Please send a CV and succinct covering letter explaining your suitability for this role to UKELA's Executive Director, Linda Farrow (linda@ukela.org). UKELA is open to flexible employment options for the right candidate, e.g. secondments, flexible working patterns to accommodate other commitments etc. The deadline for applications is **midday** on Wednesday **January 25 2017**. **Interviews** are likely to be held **on 31 January and 1 February 2017** in London or Bristol. Please feel free to call Linda on 07970 956 171 for an informal discussion.