

Research and Programmes Officer, Bingham Centre for the Rule of Law

Salary: £28,000 - £30,000 p.a. pro rata
Location: Russell Square, London
Term: Fixed term contract until 31 January 2025
Hours: 35 hours per week (full time)

Overview

1. The Bingham Centre for the Rule of Law is looking to appoint a dynamic legal researcher with an interest both in researching Rule of Law issues and supporting the Centre's interactions with a wide range of audiences, including online.

The Role

2. The main responsibilities of the role are as follows:

- To undertake research on Rule of Law topics. This will involve contributing to a range of programmes running within the Centre, and working with colleagues leading those programmes. Assignments to programmes and other work will be made by the Centre Director. Research may be undertaken in the context of existing projects or new topics to widen the Centre's activities and inform funding applications etc.
- To draft reports and other research outputs (for example blogs), under supervision from colleagues leading the work.
- To undertake sharing of Bingham Centre news through a range of channels, including website updates and social media.
- To assist with the Bingham Centre Update newsletter, working with the Centre Director or a senior researcher responsible for editing the newsletter, and leading on news-gathering from colleagues and the formatting, illustration and dissemination of the newsletter via mass mailing to subscribers and social media.
- To monitor and respond to queries received via the Bingham Centre's organisational email address, channelling messages to the appropriate team member or screening politely.
- To provide support for Bingham Centre events, including researching speakers and participants, and potential partner organisations for purposes of holding joint events; liaising with the BIICL Marketing and Events team on venue bookings and other logistics; drafting invitations, pre- and post-event summaries and other materials.
- To manage meeting arrangements for the Bingham Centre as required by the Centre Director and other assigned supervisors from time to time, for example team meetings, key stakeholder meetings and partnership and research related events. This includes managing the Bingham Centre Zoom account.

- To collate and circulate papers for designated internal meetings and draft minutes and action points as appropriate.
- To engage with relevant colleagues across the Bingham Centre and BIICL as a whole and partner organisations, ensuring the adequate flow of information within the Bingham Centre.

Person Specification

3. The successful applicant will have the following mix of experience, skills and attributes:

Essential

- A degree in law;
- A sound grasp of the meaning and content of the Rule of Law;
- Ability to communicate effectively, especially in writing, with different audiences (including policymakers, civil society, the media and the general public);
- Ability to research and draft under time pressure;
- Ability to use word processing, spreadsheet, basic websites and social media in a professional environment (primarily X (Twitter), Facebook and LinkedIn);
- Ability to balance work effectively between multiple programmes, and to estimate their own time allocation needs for tasks;
- Ability and willingness to work collaboratively and collegially with colleagues.

Desirable

- A postgraduate degree (in law or another discipline) and/or professional qualification as a lawyer;
 - Experience as an employed or contract researcher;
 - Experience in working in or with Government or Parliament;
 - Experience in providing administrative support in a research organisation or charity, including supporting planning and preparation for events;
 - Experience in updating and maintaining websites and/or social media in any professional setting.
4. The researcher will work closely with senior members of the Bingham Centre, including the Acting Director and Director of Research.
5. The full time salary for the role will be in the range **28,000-30,000 p.a., pro-rated**, depending on qualifications and experience. The post is offered full time until 31 January 2025, although candidates with availability that is slightly less than full time will be considered.
6. The post will be based in London. However, flexible arrangements can be considered including some remote working and with regard to distribution of hours.

How to apply

7. Informal enquiries about this post may be addressed to **Jan van Zyl Smit**, Acting Director of the Bingham Centre at j.vanzylsmit@binghamcentre.biicl.org

8. Applicants should send the following by email to jobs@biicl.org by **23.59** on **Wednesday August 28th 2024**.

Please ensure that you put the full title of the role you are applying for in the email subject line.

- The BIICL Application Cover Form (available at <https://www.biicl.org/vacancies>) including the names and addresses of three referees, one of whom should normally be your current or most recent employer or academic supervisor. For each referee named in the form, you may stipulate whether they may be contacted prior to the interview.
 - Your full CV;
 - A covering letter (maximum 2 pages) setting out your reasons for applying and how you consider that you meet the person specification for this post;
 - The BIICL Equality Monitoring Form (optional). Available [here](#). This is collected and analysed separately from the application and submission of this form is voluntary.
9. It is expected that interviews will take place in **September**.
10. In order to be considered for this role, applicants must currently have the right to work in the UK or be in a position to secure the right to work in the UK by the date of commencement of employment.

About the Bingham Centre for the Rule of Law

The Bingham Centre exists to advance the Rule of Law in the UK and worldwide. A part of the British Institute of International and Comparative Law (BIICL), the Centre was established in 2010 to take forward the life's work of Tom Bingham, the former Senior Law Lord and author of the most celebrated English-language account of the meaning of the Rule of Law.

The Bingham Centre's programmes of research, events and other activities on the Rule of Law are documented on our [website](#).

BIICL is an equal opportunities employer and encourages applications from communities and groups which are under-represented in the legal community. BIICL's Equality, Diversity and Inclusion policy is available at <https://www.biicl.org/governance>, together with other policies on Research Ethics, Anti-harassment, Bullying and Victimisation, and Safeguarding.

