

# COORDINATING LAWYER — LEGAL COORDINATOR



Coordinating Lawyer /

Job Title: Legal Coordinator

Starting Date: 1. January 2022

Location: Samos City, Greece

Minimum Period: 6 months

Position Type: Full-time

Contract Limitation: 1 year + possibility to prolong

Salary: Competitive salary

## Project Description

The project of I HAVE RIGHTS is a continuation of Refugee Law Clinic Berlin on Samos. It provides legal information to refugees on the island of Samos, prepares applicants for their asylum interviews, conducts legal information workshops, and assists with applications such as family reunification. The project also engages in appeal procedures for rejected applicants, accompanies applicants to interviews and represents at court.

The organisation has an office in Germany, and in Samos. The team in Samos consists of three to four volunteer case workers, a legal coordinator, two to three translators, and a volunteer responsible for social media and advocacy. Detailed information on the project can be found at: [www.ihaverights.eu](http://www.ihaverights.eu).

The team in Germany consists of two part-time project coordinators, the board, and various volunteers that engage in different task forces. The organisational hierarchies are flat; the structures are still evolving, and we would like to welcome you to play an active role in shaping the project.

## Role & Responsibilities

You will supervise a team of volunteer case workers and interpreters in close cooperation with a supervising Greek lawyer; the volunteers will be trained in asylum law. You and the supervising lawyer will be providing continuity to the work in Samos as the volunteer team ordinarily changes every 3 months.

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## Role & Responsibilities

Tasks will include:

In terms of legal work:

- Keep a working knowledge of all cases in Samos, including strategic litigation cases
- Manage structural developments for the organisation and readjust future plans accordingly
- Link the work in Samos with the legal team working in Germany, mainly regarding strategic litigation
- Provide legal assistance to asylum seekers together with the rest of the team

If you are a registered Greek lawyer, your tasks may also include:

- Provision of legal advice (information and interview preparation) to asylum seekers
- Accompany asylum seekers to their asylum interview
- Legal representation of applicants who were rejected in their asylum claim
- Correspondence with the Greek Asylum Service, European Asylum Support Office, and appropriate bodies
- Cooperation with on-site actors on vulnerability cases
- Strategic litigation in front of courts such as the European Court of Human Rights.

In terms of Coordination in Samos:

- Link the work of our organisation with other NGOs involved in the work in Samos
- Train new case workers upon arrival
- Be available for questions from case workers and provide general assistance to the team
- Cooperate closely with the advocacy team
- Manage the tasks of the caseworkers
- Look after the wellbeing of the team in cooperation with a mental health team in Germany
- Coordinate administrative tasks on Samos (with the support of the backoffice in Germany)

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## Qualification & Education Requirements

- Legal background in (ideally Greek) asylum law,
- At least two years of working experience in legal counselling for asylum seekers,
- Passion for issues of human rights law,
- Proficiency in English,
- High resilience and flexibility; ability to work independently without clear tasks,
- Highly capable of navigating oneself in a team,
- Experience in the field of staff management,
- Very structured way of working,
- Capability of keeping the overview,
- Team worker with a hands-on mentality,
- Proficiency in MS Office programmes such as Word, Excel etc.

## Preferred Skills

- Ideally working experience in another legal project in Greece
- Experience in strategic litigation in front of European bodies
- Experience in team supervision and coordination, ideally in the field of clinical legal education
- Proficiency in one other foreign language (e.g. Greek, French, Arabic, Farsi, Dari, Kurdish, German)
- Experience in the non-profit sector

## Benefits

- work experience in a progressive environment and a quickly evolving field of human rights law, relevant to a growing employment sector in Greece and Europe.
- We might ask you to travel to Berlin occasionally, e.g. for the training of new legal case workers. This might be about three to four times a year. Travel expenses and accommodation in Berlin will be paid.

Interviews will be conducted on a rolling basis.  
Please send your application (Cover Letter & CV) to  
[info@ihaverights.eu](mailto:info@ihaverights.eu)