



## **Velos Youth Job Description: Lawyer / Attorney of Law**

**Contract length:** 12 months

**Location:** Athens

**Position type:** Freelance / 3 days present in Velos Youth center

**Annual total cost:** 16000

**Starting Date:** February 2023

**Application Deadline:** 20/1/2023

Velos Youth is a nonprofit organisation AMKE, supports displaced children and young people to access their rights, in order to rebuild lives integrated within Greek society. This is achieved through the provision of a safe space that offers a range of basic and professional services, as well as connection with public and partner services. A program of recreational and educational activities is also offered within the space. More information can be found [here](#).

In January 2023 Velos Youth will launch an in-house legal service. Led by a local lawyer, this service will offer:

- direct legal casework covering a range of issues
- a weekly open-door 'legal clinic' for young people to seek advice, guidance and information without having to make an appointment
- workshops/information sessions covering a range of topics, as requested by the young people themselves.

Velos Youth is therefore looking for a highly motivated Greek lawyer to join its team. The lawyer's responsibilities will span the following areas:

### **Legal Support**

- Legal advice and legal casework to help young people with:
  - making an asylum claim
  - with subsequent asylum applications
  - appealing negative decisions
  - Family Reunification
  - renewing ID cards
- Maintenance of records using Lamplight Database Online casemanage software.
- Communication and coordination with other Velos Youth team member's as part of a multi-disciplinary effort to support young people (including attendance at weekly case management meetings), making internal referrals to the services provided.
- Referral of cases to public bodies and partner organisations for services not provided by Velos Youth.
- Delivery of workshops and legal information sessions covering a range of rights-based topics, to groups of up to 10 young people.

### **Monitoring, Evaluation and Learning:**

- Gathering quantitative and qualitative data, as part of the creation of quarterly departmental reports.
- Collecting detailed case studies for donors and for the public and advocacy purposes.
- Contributing to Velos Youth organisation-wide narrative reports.

#### **Other**

- Adhering to Velos Youth Safeguarding, Data Protection and full suite of policies and procedures at all times.
- Remaining committed to Velos Youth's accountability and transparency requirements, including willingness to share professional profile publicly via the organisation's online channels.
- Contributing towards the general functioning of the Velos Youth Center (where the lawyer will be based).
- Attending at external meetings and working groups, remaining open to prospective collaborations, and cascading information back to the Velos Youth team.

### **Candidate Specification: Qualifications and Experience**

#### ***Essential***

- An up to date criminal background check
- Greek qualified lawyer - member of the Athens, or other Bar Association
- Proficient in English and in Greek
- Law degree required
- Experience of working with vulnerable client groups, and strong commitment to high-standard client care
- Empathy with clients often living in precarious situations and in need of urgent assistance
- A demonstrable track record of client-facing legal casework in the immigration sector in Greece (1 year full time asylum/immigration casework or equivalent)
- Experience of working with interpreters and people whose first language is not English or Greek
- Experience of and commitment to working collaboratively on legal cases, as part of a multi-disciplinary team of professionals
- Good verbal and written communication skills in English and Greek
- Strong organisational skills, including the ability to prioritise work and meet deadlines
- High levels of attention to detail, reliability and dependability
- Ability to work flexibly as part of a small team in a fast-paced environment
- Ability to work with a high degree of autonomy whilst remaining accountable to team and organisation
- Computer literate (MS Office, Google Workspace, and case-management/database software)
- Ability to produce simple narrative reports inline with monitoring and evaluation frameworks



***Desirable***

- Experience working for or alongside NGOs
- Lived experience of migration
- Experience of supervising legal casework
- An understanding of donor demands
- A proven track record of supporting/enabling the expansion of legal services
- Basic spoken Farsi/Dari, Urdu, Arabic, Bengali or French

To apply for this position please send a motivation letter and CV to [info@velosyouth.org](mailto:info@velosyouth.org).