



A background in (public interest) law is an asset but not a prerequisite for applying for any of these roles. It is advantageous but not mandatory that applicants are currently enrolled in a programme at the University of Oxford's Law Faculty, including the Centre for Socio-Legal Studies and the Centre for Criminology. Applicants from other Oxford faculties and departments with a background in law and/or passion for public interest litigation are also encouraged to apply. Special requirements apply for the position of Communications and Website Officer – see below.

Please note that in addition to their specific responsibilities, each Executive Committee member will coordinate one or more research projects over the course of the year.

1. Chairperson

Key responsibilities – Managing the OPBP Executive Committee, chairing OPBP meetings, internal and external networking, overseeing growth and development of OPBP, long-term planning, regularly checking OPBP's email and keeping email correspondence up to date.

Key competencies – Excellent leadership skills, a passion for pro bono law, experience working for OPBP or similar pro bono initiatives, excellent research project management skills, strong time management skills.

Preferred skills/ experience – Previous OPBP committee experience, extensive experience coordinating research projects, excellent spoken and written communication skills.

2. Deputy Chairperson

Key responsibilities – Assisting the Chairperson in managing the OPBP Executive Committee, internal and external networking, monitoring and evaluating OPBP's impact, long-term planning, providing support to other committee members' activities where needed.

Key competencies – Excellent leadership skills, a passion for pro bono law, experience working for OPBP or similar pro bono initiatives, creativity and initiative.

3. Communications and Website Officer

**Please note that the position of Communications and Website Officers primarily requires IT skills. A background in law is not a prerequisite but applicants should demonstrate a passion for public interest law.*

Key responsibilities – Managing OPBP's public communications, managing the layout and branding of OPBP's external round emails, updating and developing the OPBP website and other

online communications, such as OPBP's Facebook and Twitter accounts, managing OPBP's internal communications, establishing an OPBP 'brand'.

Key competencies – Excellent written and spoken communication skills, a passion for pro bono law, creativity and initiative.

4. Treasurer

Key responsibilities – Maintaining OPBP's accounts, liaising with Law Faculty officers and OPBP benefactors, authorising expenses, co-ordinating reimbursements, managing fundraising and donor relations

Key competencies – Excellent communication skills, passion for pro bono law, good coordination skills.

5. Internships Officer

**Please note that the Internships Officer will be working closely with the Bonavero Institute of Human Rights to facilitate the internships. The role of internship officer may be combined with that of the research officer.*

Key responsibilities – Liaising with the Bonavero Institute of Human Rights and the Oxford Human Rights Hub to administratively help with interviews for internship programmes and funding, liaising with existing project partners to determine if there is a need for interns to further consolidate the relationship with OPBP, running the internship information sessions and taking on suggestions and making connections with new organisations that are keen to host interns, managing the existing database of internship information and facilitating sharing of internship experiences through OPBP's website.

Key competencies – Innovative thinking, fresh ideas, excellent communication skills, passion for social justice, efficiency in administrative tasks.

6. Research Officer

Key responsibilities – Ensuring the quality of research output by volunteers in close liaison with the chairs and designated project co-ordinators, advising on research training that may be required, ensuring that OPBP project management protocols are followed.

Key competencies – Excellent communication skills, passion for pro bono law, good coordination skills.