

# Legal Assistant

Job description and person specification  
April 2026



**Job title:** Legal Assistant

**Location:** Currently hybrid

**Type:** Permanent, full-time (part-time or job-share applications will be considered)

**Salary:** £37,065

**Benefits:** Competitive

**Reports to:** Head of Legal

## Organisation Overview

The Human Dignity Trust ('the Trust') is a legal charity based in London, UK that supports local lawyers and human rights defenders to uphold human rights and constitutional law in countries where private, consensual sexual conduct between adults of the same sex is criminalised. At present, 65 jurisdictions worldwide maintain these criminal laws, a figure that is gradually decreasing due to a combination of litigation and legislative reform.

Legal provisions that criminalise lesbian, gay, bisexual and transgender (LGBT+) people put them beyond the protection of the law, fostering a climate of fear, stigma and violence. These provisions violate constitutional and international human rights law, including a person's right to dignity, equality, non-discrimination and privacy.

The Trust provides pro bono technical legal assistance at the request of, and in collaboration with, local human rights defenders, their lawyers and other partners who wish to use the courts to challenge these discriminatory laws. We also provide technical legal assistance on request to governments seeking to proactively reform their sexual offence laws and to enact protective legislation, impacting not only LGBT+ people but also women, children and persons with disabilities. Since our inception in 2011, we have supported strategic litigation or law reform with local partners in over 25 countries in all regions of the world. The vast majority of our work is in common law jurisdictions, though we work globally including within other legal traditions. We have secured multiple court victories in domestic, regional and international courts and tribunals on issues ranging from decriminalisation to freedom of association, and have drafted human rights compliant Bills for several governments on sexual offences, hate crimes and equal opportunities. Our work has won prestigious awards and is highly respected globally.

This work is highly sensitive and is often conducted entirely in confidence and not made public, in order to protect the best interests of our local partners and the wider LGBT+ community in countries where we work. We understand the sensitivities and complexities of litigation and legislative reform as a tool for change and work holistically across legal, media, communications and security strategies, with our local partners always in the driver's seat.

## The role

This is an exciting opportunity for an outstanding and passionate individual, who will support the Legal Team to deliver the Trust's litigation and legislative reform programmes.

You will have experience of working in an administrative/supportive legal role in a common law jurisdiction and interest in human rights. You will be self-motivated and organised, with the ability to solve problems and maintain momentum in your work. You will have the confidence and skills to support the rest of the Legal Team to provide complex technical legal assistance to activists, lawyers and governments. You will work well under supervision, communicating clearly and collaborating effectively with the rest of the team.

There may also be the opportunity to travel to work with LGBT+ activists, lawyers, government representatives and other stakeholders around the world including to attend court hearings and plan and deliver workshops to key stakeholders.

Regrettably, as a consequence of the nature of the Trust's work, anyone in this role will be exposed to distressing critiques of LGBT+ people and the successful candidate will have to tolerate this with resilience, tact and professionalism.

## Job description

Under the direct supervision and guidance of the Head of Legal and working closely with the Deputy Head of Legal and a team of Senior Lawyers, the Legal Assistant will carry out the following duties:

- Provide general assistance to the Legal Team with the development of strategic litigation and / or draft legislation, working with all relevant stakeholders, including civil society partners, plaintiffs, consultants, pro bono teams at international law firms, local lawyers and government representatives
- Provide general administrative support to ensure the successful delivery of the Legal Team's activities
- Schedule internal and external meetings
- Maintain accurate records, including by taking minutes of meetings
- Assist the Legal Team to set up and manage files
- Help coordinate relationships with those providing pro bono legal services to the Trust, external consultants and researchers
- Carry out research tasks at the request of the Legal Team
- Produce case digests, summarising legal judgments and other developments
- Assist with the monitoring of, and reporting on, the delivery of activities carried out by the Legal Team
- Assist with the planning and delivery of workshops and convenings, including the preparation of materials
- Assist with the management of partner relationships, including drafting partnership agreements and supporting due diligence processes
- Assist with the drafting and management of activity budgets
- Any other tasks as may reasonably be required

## Person specification

### Essential skills and experience

- Studies and/or work experience in law or human rights
- Experience assisting senior lawyers in litigation or law reform work
- Experience of providing planning, logistical, administrative, and related support for activities and events
- Exceptional organisational skills and ability to think ahead, prioritise and meet demanding deadlines
- Outstanding organisational and problem-solving skills, creativity and flexibility
- Ability to work well as a junior member of a legal team
- Fluency in English with excellent writing and editorial skills
- Experience undertaking legal research
- Excellent IT skills
- Proven ability to work well in a diverse multi-cultural environment and with sensitivity to local cultures and contexts
- Ability to manage effectively multiple workstreams in a fast-paced environment
- Pleasant, diplomatic manner and disposition in interacting with colleagues at all levels, a diverse range of local partners and the general public
- Integrity, professional discretion and ability to handle confidential matters
- Strong commitment to equality and human rights and to the mandate of the Trust

#### Desirable skills and experience

- Law degree in a common law jurisdiction
- Experience in project management
- Experience in working on multi-country human rights programmes
- Experience working in any of the geographic regions in which the Trust works (Africa, the Caribbean and Asia-Pacific)
- Experience of working in different jurisdictions
- Knowledge and experience of the global LGBT+ human rights movement and developments
- Languages – especially French or Spanish would be an asset

#### Recruitment process

**Closing date for applications:** 9am BST, 10 June 2026

**Ideal start date:** 1 September 2026

To apply, please send a CV of no more than two pages, along with a covering letter of no more than two pages, outlining how you meet the job description. Applications should be emailed to [administrator@humandignitytrust.org](mailto:administrator@humandignitytrust.org).

If you meet the essential criteria, have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply, attend any interview and complete any tests, please let us know by email to [administrator@humandignitytrust.org](mailto:administrator@humandignitytrust.org).

Please note that due to the volume of applications we receive we are only able to contact those candidates who are shortlisted for an interview.

The successful applicant will be asked to provide a basic DBS security check.

This role is based in London and the successful candidate will therefore need to have, or obtain, the right to work in the UK.

## Equal Opportunities

The Human Dignity Trust is an equal opportunity employer and we are committed to diversity and inclusion. We welcome applications from all suitably qualified persons. Our aim is to create a safe and secure working environment where a commitment to diversity, opportunity, quality and excellence is part of our guiding values.

Our employees and any job applicants will receive equal treatment regardless of age, disability (including HIV status), gender identity and expression, intersex status, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.