

Legal Volunteers at the FMLC

A number of full-time and, in exceptional circumstances, part-time unremunerated Legal Volunteer positions of two to six months duration are available at the FMLC Secretariat.

The role of an FMLC Legal Volunteer is to provide support and assistance to the FMLC Chief Executive and the FMLC Secretariat, in connection with the high-profile work of FMLC in identifying and resolving issues of legal uncertainty which affect the wholesale financial markets. The responsibilities of an FMLC Legal Volunteer, which will be commensurate with experience, may include:

- analysing legal issues which are being considered by the FMLC, or which it has been suggested should be considered;
- assisting with the preparation of seminars and other FMLC events;
- carrying out general administrative duties;
- editing FMLC draft publications;
- liaising with the judiciary, HM Government officials, European legislators and a variety of financial market participants and their advisors, by drafting correspondence and arranging meetings; and
- preparing papers for meetings of the Committee and various working groups, as well as attending and minuting such meetings.

The candidate must have:

- a demonstrable interest in financial markets law;
- completed an LPC course or an LLM (exceptionally, candidates who do not meet this criterion may be considered where their application is otherwise very strong);
- excellent attention to detail;
- excellent organisational skills;
- excellent research skills;
- excellent written and spoken English;
- the ability to deal with new and unfamiliar issues;
- the ability to work as part of a team; and
- the ability to work independently and without supervision, for periods of time.

It is desirable for the candidate to have:

- experience drafting formal correspondence, research reports and articles;
- experience of financial markets law;
- fluency in a European language; and
- project management experience.

When applying, candidates should confirm that they can provide an initial commitment of at least two months' full-time work. Applicants who are unable to give this commitment will only be considered in exceptional circumstances and will also be expected to demonstrate a stronger match with the above criteria.

If you have previously applied for the position of FMLC Legal Volunteer, please state this in your application. Candidates are invited to disclose any information they think relevant to their application when applying.

Applications must be made under cover of a letter formally addressed to the FMLC Chief Executive, Dr Joanna Perkins. The letter must outline how the candidate fulfils the criteria outlined above and enclose a curriculum vitae. A soft copy letter and curriculum vitae sent to the email address below is preferred. Candidates who are invited for interview will be asked to submit a piece of formal writing which exemplifies his or her writing skills. This document could be an essay, paper or an article.

Please note that upon the production of valid receipts, expenses will be reimbursed up to the sum of £10 per day, provided that these expenses have been reasonably incurred to enable you to act in the capacity of FMLC Legal Volunteer. Examples of such expenses include the reasonable cost of lunch during the volunteering day and/or the cost of travelling to or from the offices of the FMLC Secretariat, or such other location as may reasonably be required from time to time. Please note that any travel tickets should be purchased on a daily or weekly basis only. Such receipts must be presented to the Administrator on a weekly basis. You will be reimbursed up to the maximum sum of £50 (or a pro-rated amount if you volunteer on a part-time basis) per week. It is our aim to make all such payments within a period of no more than 30 days after the end of the month in which the expenses are incurred.

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The FMLC would also encourage prospective applicants to consider opportunities at the P.R.I.M.E. Finance Office in the Hague. Further information is available [here](#).