Legal Counsel (m/f/x)

The Arolsen Archives are an international center on Nazi persecution with the world's most comprehensive archive on the victims and survivors of National Socialism. The collection has information on about 17.5 million people and belongs to UNESCO's Memory of the World. It contains documents on the various victim groups targeted by the Nazi regime and is an important source of knowledge for society today.

We live our mission of clarifying the fates of the victims and survivors of National Socialism and giving them a name. To this day, we answer inquiries on about 20,000 victims of Nazi persecution every year. The aims of our current campaigns – #StolenMemory and #everynamecounts – are to return the possessions of former concentration camp prisoners to families and to build a digital memorial to the victims of Nazi persecution so that future generations can remember their names and identities.

As Legal Counsel, you will advise management and individual departments on legal issues that arise in the course of the operating activities of our internationally oriented organization.

Your responsibilities:
- Advising the Arolsen Archives on national and international contractual matters, in particular with regard to data protection, contract law, and IP law
- Identifying and analyzing legal risks as well as developing and implementing legally and economically sensible solutions for their avoidance
- Drafting and reviewing contracts of all types in close cooperation with internal stakeholders
- Developing contract standards for all repetitive business and legal processes and monitoring their implementation
- Communicating with external law firms and with our data protection officer in connection with the performance of these duties
Your profile

- A law degree with good results in both Staatsexamina (state examinations) or a comparable qualification
- Several years of relevant professional experience, acquired in a company or an international law firm, and in-depth knowledge of contract, IP, and data protection law
- Expertise in drafting, reviewing, and negotiating complex contracts
- Meticulous attention to detail combined with the ability to act with purpose and a willingness to work in a team environment
- Your strengths include the ability to present complex issues effectively to a range of audiences, a confident demeanor, and strong communication skills
- Sound knowledge of spoken and written German and English, knowledge of another language is desirable

More than just a job:

Achieving the right work-life balance is important to us. By making this our guiding principle, we enable you to develop a successful career that combines personal satisfaction, team work, and individual responsibility. We also offer good prospects in an international environment, as well as:

- Varied and interesting tasks which are also socially relevant
- Active involvement in shaping the position and the opportunity to take responsibility for your own actions
- Flexible working hours and remote working, not only during the pandemic
- Team-oriented organizational culture characterized by flat hierarchies and a very open and friendly atmosphere

Remuneration:

Arolsen Archives staff are employed under the collective agreement TV AL II*. The conditions include a 38.50 hour working week, holiday and Christmas bonuses, 30 days of paid annual leave, and a company pension scheme.

Annual salary: EUR 64,000 - 86,600

Start: immediately

Disabled candidates (m/f/x) will be given preference over other equally qualified applicants.

Are you interested?

Would you like to join our creative team? If so, please send your written application to hr@arolsen-archives.org by June 25, 2021 – the deadline has been extended to July 27, 2021.
If you have any questions, please contact
Floriane Azoulay, Director, floriane.azoulay@arolsen-archives.org or
Steffen Baumheier, Deputy Director, steffen.baumheier@arolsen-archives.org.

*) You can find more information on the TV AL II collective agreement here

Data protection information:
By submitting your application, you agree to your personal data being collected and stored for the purposes of the application process and, if applicable, the recruitment process. We treat this data with the utmost care in accordance with the legal provisions on data protection.