



Legal and Political Officer in the Political, Legal and Communications Team

The Embassy of Switzerland in London plans to recruit a **Legal and Political Officer** for a fixed term of two years starting on 1 April 2026 (or by agreement). The post holder will work within the Political, Legal Affairs and Communications Team. The position will be part time, 80%. The application deadline is 24 February 2026.

The position represents a unique opportunity to work on a variety of issues in a dynamic team, at the heart of the Embassy of Switzerland in London. It offers exposure to an extensive range of topics and partners.

Main duties and responsibilities:

- Responsibility for international mutual legal assistance in civil and criminal matters; advising and carrying out research in relation to legal questions in the context of UK law
- Supporting Embassy teams in drafting contracts and on matters of UK employment law, including pensions; proof-reading official documents
- Monitoring, advising and reporting on citizens' rights issues in relation to the Swiss-UK Citizens' Rights Agreement and EU Settlement Scheme
- Researching, providing analysis and drafting reports on a broad range of topics of interest - in particular migration, human rights issues, security policy, sanctions policy and AI/cyber
- Responsibility for specific projects and topics within the team's priority areas: British domestic and foreign policy, Swiss-UK bilateral relations and public diplomacy
- Developing and maintaining a network of useful contacts with authorities, think tanks and academic institutions in areas relevant to Switzerland

Requirements:

- Master's degree in law or equivalent
- Strong interest in and understanding of the British legal and political environment
- At least two years of relevant work experience
- English native speaker
- Excellent command of one or more of the Swiss official languages (German, French, Italian)
- Candidates with a UK work permit preferred

All applicants must submit the following documents in electronic format:

- Letter of application in English
- Curriculum vitae in English
- Copy of university degree or transcripts, as well as all previous work or internship documentation
- Details of two persons who could be contacted for a reference

What we expect:

- High degree of personal integrity and trustworthiness
- Ability to work both independently and as part of a team
- Willingness to work under pressure
- Flexibility for working outside office hours occasionally
- Social skills
- Keen awareness of situation-specific protocol, style and etiquette

We offer:

- Interesting and challenging work in a foreign diplomatic mission
- Competitive salary relative to experience
- English and some Swiss public holidays

Applications should be sent to London.jobs@eda.admin.ch

Please indicate in the subject line "Legal and Political Officer" to ensure timely processing of your application.