



Who We Are:

[The Centre for Information Policy Leadership \(CIPL\) at Hunton Andrews Kurth LLP](#) is a leading global privacy and data policy think tank working at the intersection of law, policy and technology with a membership comprised of more than 85 multinational companies across a broad range of industry sectors. Throughout our 20+ years existence, we have served as a partner of business leaders, regulators and policymakers developing global solutions for privacy. **CIPL:**

- **INFORMS** via publications, member events and public fora;
- **CONNECTS** global industry and government leaders;
- **SHAPES** the future of data policy and strategy; and
- **CREATES** innovative solutions and elevates best practices.

CIPL's leadership and staff are globally recognized data privacy thought leaders. They include former senior public and private sector professionals with extensive global and national experience in developing, interpreting, implementing, and enforcing laws, policies, and corporate privacy programs relevant to the data economy.

About the Role:

CIPL is looking for a **Children's Data & Safety Fellow** to join our team for a **two-year paid fellowship** in our **Brussels Office**. This role reports to CIPL's EU Director of Privacy & Data Policy and CIPL's President. The primary responsibilities of the **Children's Data & Safety Fellow** are to (a) support CIPL's Children's Privacy project at large where we work on identifying and developing best practices and policies to ensure a safe and inclusive online environment in which children can thrive; and (b) specifically support CIPL's work in the EU BIK+ special group.

Day-to-day Responsibilities Include:

- Research and provide regular updates and insights on the global developments, debates and challenges at organizational and governmental policy levels on topics including: the scope of

application of special rules; age verification; age of children's consent and parental consent; legal bases for processing; transparency; risk-based approach to regulation and compliance; protective mechanisms; exercise of children's rights; balancing the benefits of children's use of online services against the risks; online safety and security standards for processing children's data.

- Prepare talking points and PowerPoint presentations for CIPL's Director of EU Privacy & Data Policy and CIPL's President and other relevant CIPL staff. Draft event takeaways. Create project plans and track deliverables.
- Draft white papers, research memoranda, meeting reports, articles and blogs on the above issues and provide input to CIPL's white papers, public consultation responses and other relevant written materials.
- Assist with planning, organizing and developing content for CIPL workshops, roundtables and other events including outreach to members, policymakers, regulators and academia.
- Assist with special projects and perform any other job-related duties as assigned by the Director of EU Privacy & Data Policy and CIPL's President.
- Assist, where appropriate, with internal CIPL administrative tasks, such as managing website content, organization of internal documents and other written resources, internal project management, planning and coordination among team members.

About You:

You will have:

- Superb writing, analytical, and public speaking skills. The ability to distill and explain complex technical concepts to privacy and data protection law and policy experts, regulators, policy makers and lay audiences in a clear and persuasive manner.
- Demonstrated ability to conduct and lead research on privacy law, policy and organizational best practices.
- Strong leadership, interpersonal skills, entrepreneurial spirit and proactive attitude and eagerness to engage, expand horizons and collaborate effectively with internal and external stakeholders.

Required Minimum Qualifications:

- Education: Candidate must hold at least a Master's degree (Legal degree preferred) and related work experience is preferred.

- Two+ years of experience with international data privacy law, policy and best practices and/or digital data policy.
- Experience writing public consultation responses, white papers or articles on issues related to privacy and data policy and laws.
- Native English fluency or C2 English fluency in European Framework of Reference for Languages (CEFRL).

Other Qualifications:

Availability and willingness to work hours and across time zones as needed to meet critical deadlines. Strong commitment to client service, excellence, teamwork and a passion for children's privacy. Must possess the highest standards of ethical conduct and professionalism. Must act as catalyst for change, drive and own results. Creative and innovative. Some travel may be required. Excellent communication skills (oral, written and listening) and ability to collaborate effectively in a diverse group of professionals. Sound judgment and flexibility. Ability to work well under pressure, patience, diplomacy, ability to prioritize workload and adapt to changing conditions. Ability to receive and convey detailed information through oral communication. Proficiency with Microsoft Office Suite applications. Essential competency processes include language ability, reasoning and memory. To perform this job successfully, the incumbent must possess the abilities or aptitudes to proficiently perform each of the responsibilities and accountabilities described above, with or without reasonable accommodation.

To apply, please send your CV and a motivation letter to jkerrigan@hunton.com. All submissions will be treated with the utmost discretion and professionalism.