



### **Job Description and Person Specification**

<b>Job Title:</b>	<b>Legal and Policy Officer</b>
<b>Reports to:</b>	<b>Head of Policy</b>
<b>Salary:</b>	£36,836 per annum plus up to 5% employee matched pension contribution
<b>Date call released:</b>	Thursday 20 <sup>th</sup> July 2017
<b>Deadline for applications:</b>	Friday 11th August 2017 at 9am
<b>Start date:</b>	ASAP
<b>Duration:</b>	Full-time, 12 month contract

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### **About Reprieve**

Reprieve is a London based legal action charity (1114900) founded by human rights lawyer Clive Stafford Smith in 1999. We fight to end the world's most extreme human rights abuses: the death penalty, assassinations and secret prisons.

We investigate, we litigate and we educate; working on the frontline, we provide legal support to those unable to pay for it themselves. We promote the rule of law around the world and seek to secure each person's right to a fair trial. In doing so, we save lives.

Reprieve's main office is based in London, UK. Reprieve also supports full time Reprieve Fellows, who work as lawyers, investigators and advocates in different countries. Reprieve works with partners in jurisdictions all over the world, including Non-Governmental Organizations (NGOs), government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders.

### **How to Apply**

To apply, please submit a CV and covering letter, setting out how you are suited to the role, to [applications@reprieve.org.uk](mailto:applications@reprieve.org.uk) by the date and time above. Please ensure your email has the subject heading 'Legal and Policy Officer', and that all attachments are sent in PDF format.

Interviews for shortlisted candidates will be held in Central London.

### **Role**

Reprieve's work focuses on three main areas: the death penalty, assassinations and secret prisons. We use a combination of litigation, public education, investigation and

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advocacy to achieve our aims.

Reprieve's current policy goals include strengthening Governments' systems for avoiding complicity in overseas human rights abuses; encouraging states to implement policies which restrict or end the death penalty; working with corporations to advance specific human rights objectives; advocating an end to state-sponsored assassinations and urging the US Government to close Guantanamo Bay.

The Legal and Policy officer will work with the Head of Policy within the Casework Team to achieve goals like these, adding dedicated resource and expertise to the wider team's work on strategic litigation, political advocacy, and public campaigning.

The Legal and Policy Officer will work to achieve policy goals across all three main areas of Reprieve's work - the death penalty, assassinations and secret prisons - and will use a variety of tools to deliver victories in the courts of law and public opinion.

## **Responsibilities**

### **Supporting Reprieve's policy team**

- Arrange and attend external meetings with key stakeholders;
- Draft briefings on key areas of Reprieve's work in advance of meetings;
- Coordinate meeting follow up and ensure agreed actions are captured and taken forward;
- Plan domestic and foreign travel in service of Reprieve's policy work.

### **Producing policy materials**

- Draft reports, briefing papers, formal correspondence, presentations, and other documents articulating Reprieve's policy positions;
- Coordinate team members' input into public-facing documents, and obtain sign off for these documents from the relevant members of the casework team and managers;
- Liaise with other members of the advocacy team, including press and campaigns, to identify effective ways to present and disseminate policy messages.

### **Engagement with key stakeholders**

- Develop Reprieve's relationships with allies across Government, legislative bodies, international organisations, and other NGOs;
- Maintain regular communication with private sector stakeholders across Reprieve's Stop the Lethal Injection Project, including pharmaceutical manufacturers and their investors, in line with the goals of the project;

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- Identify potential new allies across the public, private and third sectors, and coordinate outreach to expand Reprieve’s networks.
- Support as required on engagement with the UK Parliament, other national legislative bodies such as the US Congress, and regional assemblies such as the European Parliament;
- Feed into Reprieve’s media engagement around key policy issues.

## Legal support

- Support Reprieve’s strategic litigation efforts and provide relevant policy content for use in legal documents and findings;
- Conduct legal research and draft legal memos;
- Feed into potential litigation strategies which may advance Reprieve’s policy goals.

## Research

- Support the planning and implementation of key research projects;
- Compile and analyse data related to Reprieve’s work;
- Coordinate with caseworkers to identify cases which align with Reprieve’s policy areas;  
Ensuring Reprieve’s policy work fits within the wider policy landscape and that the policy team remains up to date with relevant research and policy developments.

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### Key Contacts

The Legal and Policy Officer will be directly managed by the Head of Policy. They will work closely with colleagues across the broader casework team to maintain alignment of Reprieve’s casework and policy goals, and collaborate within the advocacy team to effectively disseminate Reprieve’s policy messages.

### Length and Salary

The Legal and Policy Officer will be employed on a fulltime 12 month contract. The annual salary is £36,836 per annum pro rata less any required deductions for income tax and national insurance. The position will be based in the London office. Applicants must be eligible to work in the UK. Reprieve is an equal opportunity employer.

### Person Specification

CRITERIA	Essential	Desirable
Excellent written and oral communication skills	✓	

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Project management experience	✓	
Legal research skills	✓	
A high degree of self-motivation	✓	
Excellent interpersonal and networking skills	✓	
Ability to form effective working relationships with people from a wide range of professional backgrounds relevant to Reprieve's work	✓	
Creativity and energy in approaching a workload consisting of large long-term projects	✓	
Meticulous time and file management abilities	✓	
Ability to work under pressure	✓	
Confident using MS Word, MS Excel, email, and the internet for research purposes	✓	
An ability to work with people from different cultures and nationalities.	✓	
Familiarity with international policy matters relating to the campaigns on death penalty or other human rights	✓	
An interest in and aptitude for political and parliamentary engagement	✓	
Working knowledge of the UK and US political systems, and an aptitude for working within other countries' political systems	✓	
A relevant legal qualification or degree in other relevant field		✓
Knowledge of the death penalty system in various countries, including the US and Pakistan		✓
Knowledge of international human rights law		✓
Relevant investigative experience		✓