



Job Description and Person Specification

Job Title:	Africa Death Penalty Team Project Manager
Reports to:	Head of Death Penalty Projects – Africa and South East Asia
Salary:	£50,571 full-time, plus up to 5% employee matched pension contribution
Date call released:	01 May 2024
Deadline for applications:	02 June 2024
Start date:	ASAP
Duration:	This is a full-time, permanent position

About Reprieve

Reprieve is a UK charity founded in 1999. Reprieve uses strategic interventions to end the use of the death penalty globally, and to end extreme human rights abuses carried out in the name of “counterterrorism” or “national security”.

Reprieve works with the most disenfranchised people in society, as it is in their cases that human rights are most swiftly jettisoned and the rule of law is cast aside. Thus, Reprieve promotes and protects the rights of those facing the death penalty and those who are the victims of extreme human rights abuses carried out in the name of “counterterrorism” or “national security”, with a focus on arbitrary detention, torture, and extrajudicial executions.

Reprieve’s main office is in London, UK. Reprieve also supports full-time fellows, who work as lawyers, investigators and campaigners in the countries in which we work. We work closely with a number of partner organisations in jurisdictions all over the world, who provide access to beneficiaries, expertise, knowledge and guidance on specific issues or regions. We work in cooperation with relevant government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders to further the cause of our shared goals.

Reprieve works in close partnership with its independent sibling organisation Reprieve US. This collaboration is mutually beneficial to both Reprieve and Reprieve US as it enables each organisation to work more effectively and take advantage of the strategic locations to increase the impact of our work.

About the Role

The Africa Death Penalty Team Project Manager is responsible for coordinating Reprieve’s litigation and advocacy in Sub-Saharan Africa. At the moment, the team works on death penalty casework and abolition advocacy in Malawi, Tanzania, and Kenya. Our casework includes work on individual cases on behalf of people facing a death sentence; large-scale projects, such as the Kenya resentencing project, wherein we support stakeholders to ensure 5,000+ people are able to access a chance at reducing their sentence from death via a new sentence hearing; and long-

term regional projects, such as our strategic litigation before the African Court on Human and Peoples' Rights, which challenges the mandatory death penalty, torture, and other associated violations of the African Charter.

Regional context

There is a trend toward the abolition of the death penalty in Africa. In recent years, countries across the continent have taken the decision to limit the application of the death penalty or to abolish it altogether. This has been seen as a turning away from old laws and systems that were imposed by former colonial governments, which obstructed alternative dispute resolution mechanisms, and were designed to remove discretion from the local judiciary. African lawyers and judges are now at the forefront of a wave of progressive jurisprudence on issues related to the death penalty including methods of executions, torture, sentencing practice, conditions of confinement, and intersections of gender, disability, and socioeconomic status with criminal justice. This jurisprudence has become a model for the international movement to limit the death penalty, and is being held up as best practice in jurisdictions around the world.

About you

You will be enthusiastic about working for an organisation with Reprieve's mission and vision. You will be committed to ending the death penalty. You will be excited to work with and learn from a group of legal experts and NGO partners from Malawi, Tanzania and Kenya to collaboratively achieve this goal.

You will be an experienced project manager who enjoys guiding a team to set clear goals, from which you will create action plans, manage implementation, and monitor outcomes. You will be comfortable managing multiple well-established workstreams, each with shifting priorities, and you will have the skills necessary to line manage and support a team addressing an extensive portfolio of projects. You will also have experience working on grant-funded projects, and will be confident in drafting and managing budgets, as well as in maintaining data sets and tracking outcomes for monitoring and evaluation in grant reporting.

You will be an experienced line manager who is excited to apply your management skills to support colleagues in London, Malawi, Tanzania and Kenya. You will be comfortable supporting a team that has established ways of working, and will be able to support them within the established framework to work efficiently and effectively. You will be enthusiastic and proactive, and enjoy the challenge of project managing the work of the team across a broad set of activities, sometimes working to tight deadlines dictated by case developments. You will be happy to chip in and support with tasks big and small, and will model this positive, diligent approach to the team.

You are a trained lawyer with confidence in legal research and written advocacy. You take a client-centred approach to legal work and are committed to zealously representing your client's interests. You are motivated to work with the team to brainstorm creative solutions to complex legal challenges and barriers to justice, and will be confident and responsible in testing novel approaches in an ongoing attempt to create better pathways to justice. You will be responsible for coordinating extensive litigation in domestic and international courts, and as such will have substantial experience with investigation, litigation, and client-facing legal work, as well as with the advocacy in public and political settings that complements this work.

You are a fantastic communicator with brilliant organisational skills and practices, which in combination will provide the team with clear guidance to operate smoothly and effectively across continents and time zones. You will be someone who wants to work in an organisation that values the contributions of all staff, and who will work to foster a collaborative and positive working environment within the team and across the wider organisation. You will model respect, professionalism and engagement in your written and verbal interactions with all colleagues.

You are a person with a high level of cultural competency, with direct lived or working experience with people who have been incarcerated. You will be able to demonstrate an excellent understanding of how unjust institutions affect our clients, and will have experience of living and working in Africa and knowledge of how access to justice issues play out in context. You are able to recognise nuance and show good judgement in working with clients and stakeholders.

In coordinating your teams' work, you will collaborate closely with Reprieve's Joint Executive Directors, Directors, Deputy Directors, and Head of Death Penalty Projects Africa and South East Asia.

You will have minimum of 5 years of professional experience involving project and staff management. A relevant legal qualification is essential. We welcome candidates with direct experience and / or deep understanding of the issues affecting our client base.

Responsibilities:

- **Team Management Responsibilities**
 - Line manage key team members to deliver the work effectively, including experienced legal and advocacy fellows and consultants working in country, as well as post-graduate legal fellows;
 - Work with the Head of Death Penalty Projects – Africa and South East Asia to ensure processes and structures already in place are followed, suggesting improvements where required, in order to enable teams to work most effectively;
 - Ensure teams have excellent systems in place to communicate clearly with all relevant external and internal stakeholders and to manage those relationships as efficiently and effectively as possible;
 - Liaise closely with partners and pro bono lawyers supporting on casework and advocacy;
 - Ensure meeting notes and actions are promptly and accurately recorded and tracked;
 - Support the Head of the team to implement the operational strategy, by organising regular brainstorms, maintaining databases, and documenting the operational plan for the teams;
 - Create and maintain up-to-date casework and project documentation and case trackers in order to monitor project effectiveness and sharing findings with relevant sections of the organisation.
- **Casework and Project Management Responsibilities - coordinate and support the teams in their work in the following areas:**

- **Litigation:**
 - Managing a caseload that includes casework on three levels: 1) supporting large scale justice projects such as a resentencing project in Kenya that will enable 5,000+ eligible people formerly sentenced to death to seek new sentences, 2) supporting strategic litigation in cases that will impact a group of people, such as a case to ensure gender-sensitive mitigation is introduced at trial, and 3) supporting individuals in trials, appeals, and other procedures to challenges death sentences.
 - For all three levels of casework, assisting in drafting and reviewing submissions for domestic and foreign courts, and international legal mechanisms;
 - Developing mapping of legal systems and practice and identifying gaps for further research/investigation;
 - Where appropriate, developing and providing training, resources, and case management support for legal partners;
 - Devising and supporting fact and mitigation investigation, and based on investigation results, devising robust case theories and litigation strategies;
 - Collaborating with local legal experts and counsel of record to develop context-appropriate claims, and coordinating input from experts, pro bono lawyers, and other supportive organisations and individuals.
- **Advocacy:**
 - Developing advocacy materials and public information including briefings, opinion pieces, media pitches, and letters related to Reprieve's cases and the case for abolition;
 - Overseeing engagement with key partners in abolition advocacy, including policy makers, civil society, and communities impacted by the death penalty;
 - Collaborating closely with other members of the organization including policy, media, and campaigns to advance advocacy objectives for the Africa death penalty team.
- **Other**
 - Drafting reports of achievements, casework and public education initiatives for funders, and developing and implementing systems for gathering the information required for such reports;
 - Maintaining and/or monitoring maintenance of databases and developing materials for internal and external use from emerging data;
 - Coordinate with media, campaigns and policy teams as needed to support/platform existing casework and advocacy;
 - Contributing to grant development and reporting, fundraising activities or other development needs;
 - Being an ambassador for Reprieve by representing Reprieve at functions. This may include speaking engagements;
 - Undertaking special projects from time to time.

Key Contacts

Reporting to the Head of Death Penalty Projects – Africa and South East Asia, the Project Manager will work closely with our colleagues and partners in Malawi, Tanzania, and Kenya, as well as with Reprieve's Finance, Development, Policy, Media

and Campaigns teams, the Deputy Directors, Directors, Reprieve US and others engaged by Reprieve; partner organisations and third party service providers.

Length and Salary

This is a full-time, permanent role based in Reprieve's London office. Reprieve operates a hybrid working model with staff working part of the week from home and part of the week from the office. Applicants must have the current right to work in the UK, which will be checked prior to interview.

Your presence is important during core office hours, whether remotely or in the office. You will also be available outside of office hours in the event of an emergency, for example case developments that require urgent action. This is a role that may require travel, and work outside of core office hours from time to time.

The annual salary is £50,571 full-time per annum, less any required deductions for income tax and national insurance.

Reprieve is proud to have an open and transparent pay structure, governed by a 2:1 pay ratio between the highest-paid member of staff and the lowest-paid member of staff. We are a flexible employer and offer a range of nonfinancial benefits to employees. We welcome applications from a range of backgrounds. You can learn more about Reprieve's salary structure and ethos here: <https://reprieve.org/uk/our-governance/our-pay-structure/>

Reprieve is an equal opportunity employer and we particularly welcome applicants from Black and minority ethnic communities, members of the LGBTQI community, and those with disabilities. Reprieve is committed to fighting racism and advancing racial justice, both in our work and within Reprieve. For more information please see our Equality, Diversity and Inclusion Statement here: <https://reprieve.org/uk/equality-diversity-inclusion/>

To apply:

Please complete the application form on our website and send as a word document to applications@reprieve.org.uk by the deadline above. Please ensure the subject line "Your name- Africa Death Penalty Project Manager application" is used. Please also indicate where you saw the post advertised in your email.

Applicants should note that CVs, cover letters and other documents cannot be considered.

Person Specification

CRITERIA	Essential	Highly Desirable
A genuine interest in human rights and a commitment to Reprieve's goals	X	
Current right to live and work in the UK	X	
Legal qualification and 5+ years experience working in law, human rights, or a related field	X	
Brilliant organiser of yourself and others and meticulous time and file management abilities	X	
5 years+ professional experience of people and team management and/or complex project management	X	
Sound judgement and discretion with respect to highly confidential and sensitive information	X	
Ability to work under pressure	X	
Demonstrably strong interpersonal and communication skills	X	
Creativity and energy in approaching a varied workload consisting of both short-term and long-term project	X	
High cultural competency, and an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations	X	
Flexibility and ability to work extremely well across different teams, and to manage staff in different time zones	X	
Excellent written communications skills; experience preparing persuasive briefings and advocacy skills	X	
Familiarity with the policy issues relating to the retention and implementation of the death penalty	X	
Familiarity with political and social structures of, and experience living and working in, one or more African countries.	X	
Lived experience or significant experience working with intersectional issues related to the discriminatory application of the death penalty, including gender, physical or mental disability, and poverty.		X
Experience directly assisting people who have been incarcerated, victims of torture and trauma		X