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

<b>Job Title:</b>	Head of US Death Penalty Projects
<b>Reports to:</b>	Deputy Director
<b>Salary:</b>	£59,226 full-time, plus up to 5% employee matched pension contribution
<b>Date call released:</b>	24 July 2024
<b>Deadline for applications:</b>	01 September 2024
<b>Start date:</b>	ASAP
<b>Duration:</b>	This is a full-time, permanent contract.

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### **About Reprieve**

Reprieve works with the most disenfranchised people in society. Our aim is simple: to consign the death penalty and abuses carried out in the name of “counter-terrorism” or “national security” to history, drawing public and political attention to these past harms with a view to preventing them from occurring again.

In our view, you can best judge a society by how it treats prisoners, criminal defendants, and the far-flung targets of an ever-changing counter-terror policy. To us, the rule of law means little if we selectively apply it to people we agree with. It is for all of us. Liberty is always eroded at the margins.

Reprieve’s staff is made up of courageous and committed human rights defenders. Founded in 1999, we provide free legal and investigative support to people facing the death penalty and those victimised by states’ abusive counter-terror policies – rendition, torture, arbitrary detention and extrajudicial killing.

We fight our clients’ cases in courts around the world; investigate their mistreatment; and advocate on their behalf, encouraging public and political debate of human rights issues.

Reprieve’s main office is in Whitechapel, 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 clients, 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. With respect to the US death penalty cases and work, Reprieve US plays a leading role across various areas.



## **About the Role**

The Head of US Death Penalty Projects is responsible for overseeing Reprieve's work against the death penalty in the United States of America.

### **Background to Reprieve's work against the death penalty in the US**

Reprieve has worked against the death penalty since our founding. In recent years we have built a particular specialism in issues relating to lethal injection, the most popular execution method in the US. Lethal injection has been touted as a more humane than other methods – a modern, clean, clinical way to execute. This couldn't be further from the truth. Lethal injection executions go wrong more often than any other execution method, often resulting in prolonged and torturous executions, commonly known as "botched" executions. Through our work we aim to dispel the myth of the humane execution, working with allies across medicine, business and other sectors to end the misuse of medicines and medical technology in executions.

The existing portfolio of work includes litigation, investigation and analysis, corporate engagement, a wide range of public and private advocacy, and developing and maintaining world-leading expertise on execution methods, particularly the jurisprudence and science relevant to lethal injection.

## **About You**

You will be responsible for developing and implementing strategies in which each of Reprieve's methodologies—investigation, litigation, casework political and public engagement, support for and (where possible and appropriate) advocacy with affected communities—connect with one another to achieve positive outcomes in the death penalty landscape and address structural rights violations.

You will be enthusiastic about working for an organisation with Reprieve's mission and vision. You will have a minimum of five years' experience line managing busy and diverse teams. You have significant legal and casework experience and experience managing a complex portfolio of projects. You will also have substantial advocacy experience, an understanding of campaigning, strong writing skills, and excellent attention to detail.

You will have sensitivity to the risks faced by those with whom we work and a demonstrated commitment to acting in the best interest of clients. You will have professional maturity, flexibility, and a willingness to put clients and Reprieve's mission above all else.

In addition to being conversant in relevant legal systems, you will ideally be abreast of the domestic, regional, and geopolitical developments that impact on death penalty issues in the USA and have the ability to develop targeted strategies to influence the policies and public conversations in relevant jurisdictions, working in collaboration with allies in the medicine and business communities.

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## **Responsibilities**

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## **Project Management and Strategy**

Oversee and drive forward Reprieve's work against the death penalty in the US, including by:

- Developing the strategy and operational plan for the US death penalty work, including setting clear goals, targets, and systems for evaluation in close collaboration with Reprieve U.S. and the wider team;
- Monitoring and evaluating project effectiveness and shift the team's activities and operational plan as necessary to ensure that the work remains impactful;
- Maintaining project budgets and contributing to reporting to funders;
- Taking responsibility for all aspects of the team's casework and ensure the best interests of our clients is the primary guide for our work;
- Planning domestic and foreign travel in service of Reprieve's casework, in consultation with the Operations Team and Head of Finance;
- Ensuring all actions undertaken by the team are in compliance with Reprieve's legal obligations, working with the Deputy Director (Legal and Governance); and,
- Maintain and develop relationships with key stakeholders – both individuals and organisations – across our US death penalty work, in close liaison with the Joint Executive Directors, Deputy Director (RUS) and other key staff.

## **Team management**

Manage a busy, happy team to work collaboratively, productively, and ethically to meet our strategic goals, including by:

- Managing the US death penalty team, and line managing key members of the team as appropriate, including the Reprieve US Senior Staff Attorney, the US Death Penalty team's Senior Advisor, project manager, caseworkers, fellows, and consultants;
- Ensuring the team's work products are of a quality and standard which do justice to our mission;
- Ensuring that team members are effectively supported and trained to work professionally and sensitively with a range of stakeholders, including allies in the medicine and business communities, as well as US legal teams and law firms assisting pro bono; and
- Coordinating closely and collaborating with other Reprieve teams in the advancement of the team's goals (including the media, campaigns, policy, development and outreach, finance, operations and senior management teams).

## **Investigations**

Guide the team to investigate the misuse of medicines in lethal injection executions, relevant contextual background, and priority thematic issues to create an evidentiary base for corporate engagement, litigation and advocacy, including by:

- Overseeing desk research;
- Building the evidentiary base for relevant thematic areas, including by maintaining

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- a wide network of relationships with lawyers and others; and,
- Overseeing the analysis of relevant information.

## **Corporate engagement**

Guide the team to identify and implement corporate engagement strategies to support businesses to end the misuse of their products, including by:

- Maintaining regular communication with corporate allies;
- Alerting corporate allies to relevant developments; and,
- Supporting corporate allies to undertake actions to stop the misuse of their medicines.

## **Political engagement**

Identify and implement political engagement strategies to dispel the myth of the humane executions:

- Supporting Reprieve U.S. in developing strategies to engage directly with politicians and decision-makers in the US to educate them on our issues and advocate for useful change; and,
- Drafting and reviewing persuasive briefings in support of political engagement.

## **Litigation**

Monitor and contribute to litigation in the US and internationally seeking dispel the myth of the humane execution:

- Work closely with the Reprieve US Staff Attorney to identify and develop strategic litigation opportunities
- Supporting legal teams to challenge the misuse of medicines in lethal injection executions;
- Drafting and reviewing submissions for domestic and foreign courts, and international and UN legal mechanisms; and,
- Maintaining relationships with key allies in the US and international legal community

## **Media and public engagement**

Identify and implement strategies to challenge the media narrative regarding the use of the death penalty in the US, particularly lethal injection execution:

- Coordinating with Reprieve's media team to dispel the myth of the humane execution and industry opposition to misuse of medicines in executions; and,
- Scoping potential advocacy opportunities, including through reports, briefings, documentaries, fictionalization, and other creative projects.

## **Other**

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- Undertaking other tasks and projects related to the role as needed;
- Developing and taking on new areas of work led by the best interests of our clients and organisational strategy;
- Contributing to fundraising activities or other development needs; and,
- Being an ambassador by representing Reprieve US at functions. This may include speaking engagements.

## **Key Contacts**

Reporting to a Deputy Director in the Casework Team, the Head of US Death Penalty Projects will work closely with the Senior Advisor to the US Death Penalty team, line manage the project manager, and oversee the management of caseworkers, fellows, and trainees, both in London and abroad, and work closely with the Reprieve US Senior Staff Attorney. The Head of US Death Penalty Projects will also work closely with the Heads and Project Leads of: Media, Campaigns, Policy, Development and Outreach, Finance, and Operations; staff, Fellows and others engaged by Reprieve; partner organisations and third-party service providers.

## **Length and Salary**

The role is a full-time, permanent position with a salary of £59,226 per annum less any required deductions for tax and national insurance. Reprieve works across a number of jurisdictions; as such this is a role that may require work outside of core hours from time to time. Reprieve operates a hybrid working model and we require staff to work a minimum of 40% from the London office and the rest of the week from home.

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 non-financial 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/>

Applicants must have the right to work in the UK currently and for the duration of the contract, which will be checked prior to interview. 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](mailto:applications@reprieve.org.uk) by 23:59 BST on 01 September 2024. Please ensure the subject line "Head of US Death Penalty Projects - your name" is used and that all fields on the form are completed.



Applicants should note that CV, cover letters and other documents should not be submitted for this role and will not be considered. Applicants must have the current right to work in the UK.

Reprieve and Reprieve U.S. work closely on US death penalty issues. Reprieve U.S. is also recruiting for a similar role at this time in the US and it is not expected that both roles will be filled.

### Person Specification

CRITERIA	Essential	Desirable
Detail-oriented, excellent attention to detail, rigorous approach to record keeping, and strong organizational skills	✓	
Proven ability to juggle multiple and competing tasks in a high-pressured environment	✓	
Experience of forming and maintaining effective working relationships with business people, lawyers, experts and / or other professionals, agencies, and organisations, including how to work constructively and sensitively with individuals from different cultures and backgrounds	✓	
Ability to give clear and appropriate instructions and guidance to those under your supervision	✓	
Excellent written and oral communication skills	✓	
A genuine interest in human rights and a commitment to Reprieve's goals	✓	
Right to live and work in the UK currently and for the duration of the contract	✓	
Confident using MS Word, MS Excel, email, and the internet for research purposes	✓	
Familiarity with legal and policy matters relating to the death penalty	✓	
Legal qualification in a common law jurisdiction and 5 years PQE*	✓	
Experience of managing own workload, including file management	✓	
Ability to think strategically and consider both legal and non-legal avenues to benefit those we assist and affect change on a wider level	✓	
An interest in and aptitude for political engagement	✓	
At least 5 years' experience line managing staff including remotely	✓	
Relevant investigative experience including using public record requests and other investigative tools		✓
Familiarity with legal and procedural principles of criminal and civil litigation at state and federal level in the USA		✓

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Basic understanding of underlying principles of criminal law		✓
Experience of working with individuals who have become vulnerable		✓
Knowledge of the relevant areas of science and medicine related to lethal injection		✓
Knowledge of international human rights law		✓