

REPRIEVE

Role Description and Person Specification

Job title:	Trustee and Chair of Development Committee
Salary:	Non-remunerated but Reprieve will pay reasonable travel and other expenses
Date call released:	1 July 2024
Deadline for applications:	19 August 2024
Start date:	October 2024
Duration:	Three year term, renewable once

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 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.

The Role:

Our work would not be possible without the highest levels of governance provided by our Board of Trustees.

We are seeking a new trustee who would look to take on the Chair of our Development Committee when the current Chair retires in April 2025. You will be someone who has experience as a senior fundraising volunteer or who is well networked and happy to connect us with your contacts and make asks on behalf of Reprieve. Reprieve has a highly diverse funding base, built up over many years, and you would help support this by working with our Philanthropy and Events team to maximise support from individuals.

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Our Joint Executive Director, Anna Yearley, who oversees Reprieve's fundraising efforts would be very happy to have a conversation if helpful in deciding if this is the role for you.

Our new Trustee will be passionate about our vision and mission and will be able to bring inclusive and knowledgeable insight to the Board and the Executive Directors. They will have a passion for seeking justice for the victims of extreme human rights abuses. They will support our commitment to equality, diversity and inclusion at Reprieve and share our commitment to fighting against racism and advancing racial justice, both in our work and within Reprieve.

The Board meets four times a year (normally April, July, October and December). The Finance Committee usually meets five times a year (February, March/April, June/July, October and December). The Risk Committee meets 2-3 times a year. We would discuss with any appointed Trustee whether they also wanted to be on one of these committees.

Day-to-day management of Reprieve is provided by the Senior Management Team led by the joint Executive Directors, Anna Yearley and Maya Foa.

Your main duties will include:

- As chair of the Development Committee, overseeing the continuation and development of our fundraising strategy and its execution
- Ensuring that Reprieve pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that Reprieve complies with its governing document (articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that Reprieve applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Ensuring that Reprieve defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of Reprieve
- Ensuring the effective and efficient administration of Reprieve, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Ensuring Reprieve cultivates a community that is equal, diverse and inclusive.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Joint Executive Directors
- Being an ambassador for Reprieve

We are actively seeking candidates who come from under-represented communities. For more information please see our Equality, Diversity and Inclusion Statement here: <https://reprieve.org/uk/equality-diversity-inclusion/>

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We recognise that reading this person specification might seem intimidating and you might not recognise yourself in every one of these attributes. If you would like to talk, in confidence, our Joint Executive Director, Anna Yearley, is happy to have an initial conversation about the role. You can email her at anna.yearley@reprieve.org.uk to arrange a time to speak.

Person Specification

CRITERIA	Essential	Desirable
A willingness to speak your mind and challenge both the executive and the Board.	✓	
A willingness to be available to staff for advice and enquiries on an ad hoc basis.	✓	
A clear commitment to our vision and mission.	✓	
A commitment to equality, diversity and inclusion.	✓	
Willingness to commit up to two days a month to the role.	✓	
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	✓	
Experience of fundraising and its importance to a charity.	✓	
Experience of being on a charity board.		✓

To apply:

Please send a short C.V. and a covering letter of no more than 2 pages detailing your suitability for the role to applications@reprieve.org.uk. Please ensure that your contact details are on your CV. Please ensure the subject line "Trustee- your name" is used and that attachments are in PDF format saved with your name and the document title. Please include details of where you saw the role advertised in your email. Applications should be received by 19 August 2024.