



Job Description and Person Specification

Job title:	US Death Penalty Project Officer – Reprieve (UK based)
Reports to:	Project Manager, Death Penalty Projects - USA
Salary:	£38,613
Date call released:	Friday 21 January 2022
Deadline for applications:	Sunday 13 February 2022
Start date:	ASAP
Duration:	Full-time, permanent

Applicants must have the current right to work in the UK.

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 sister 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:

The Project Officer will join the US Death Penalty Project at Reprieve, working on Reprieve's innovative Stop Lethal Injection Project operating at Reprieve's [Lethal Injection Information Center](#).

The Stop Lethal Injection Project engages in investigation, corporate social responsibility (CSR) advocacy, strategic litigation, and public education focused around preventing the misuse of medicines in lethal injection executions and exposing the myth of the humane execution.

The US Death Penalty Project Officer role is UK based and will work closely and collaboratively with colleagues in Reprieve US. They will support the Head of US Death Penalty and the Project Manager on activities across all four areas of the project:

- **Investigation & Analysis:** Investigating current and future lethal injection drug execution methods, including choice of drugs, method of administration, and source and supply chain of drugs.
- **Strategic litigation:** Supporting strategic litigation around lethal injection drug issues, including factual investigation, legal research and analysis, development of legal theories for advocacy and litigation; and collaborating with and/or developing relationships with capital defence attorneys and experts in the medical and scientific fields;
- **Engagement with Private Sector Partners:** Engaging with and advising private sector partners in the pharmaceutical industry and wider healthcare sector, including relevant stakeholders and investors; providing advice and support in their efforts to prevent the diversion of drugs to death rows;
- **Advocacy and Public Information:** Establishing, maintaining and developing relationships with stakeholders who may help advance Reprieve's death penalty work on a state and national level; communicating the risks of misuse of medicines in executions to a wide range of audiences and stakeholders; preparing reports, memos, and op-eds as needed.

The successful candidate will have the ability to communicate effectively with a wide range of audiences and stakeholders and translate technical, legal, and scientific issues into lay terms; will have strong research and drafting skills; and will be fully committed to Reprieve's position on the death penalty.



Responsibilities:

- 1. Investigate and analyse the US death penalty landscape**
 - Use a range of investigative and research techniques to gather information on lethal injection protocols and methods of execution in the US;
 - Draw on public sources and private networks to closely monitor state and national political developments which may impact our work.

- 2. Support Reprieve’s work with private sector partners in the pharmaceutical industry and wider healthcare sector**
 - Engage constructively with healthcare companies, their investors, and other stakeholders such as trade associations and medical experts, around developments in the lethal injection landscape;
 - Monitor and respond to developments within the pharmaceutical industry relating to lethal injection execution drugs, including using excel to track detailed information on federal regulatory approvals and medicine availability.

- 3. Support Reprieve’s strategic litigation on lethal injection drug issues**
 - Conduct legal research and write legal memoranda on specific state/federal law issues relating to the various aspects of the work;
 - Analyse legislation or potential litigation;
 - Cultivate and maintain allies and partnerships with lawyers, experts and other professionals, agencies, and organizations, and provide technical assistance and expert advice to these contacts;
 - Maintain a good working knowledge of US death penalty cases on which Reprieve is providing assistance.

- 4. Maintain relationships with key stakeholders**
 - Engage with stakeholders including but not limited to: business representatives, pharmacies, potential claimants in strategic litigation, family members or associates of prisoners, third parties affected by execution secrecy or the misuse of compounded medicines, healthcare professionals, and medical associations.

- 5. Communicate the risks of misuse of medicines in executions to a wide range of audiences**
 - Prepare internal- and external-facing advocacy briefings and public education materials;



- Support the development of advocacy materials on individual cases, including briefings, opinion pieces, media pitches, and letters on behalf of interested third parties;
- Communicate the risks of misuse of medicines in executions to a wide range of audiences and stakeholders;
- Identify strategic opportunities to further Reprieve's mission, working closely with litigators in every state, as well as with corporations and other interested stakeholders.

6. Conduct media engagement in support of Reprieve's strategic objectives

- Work with the media team to highlight media-friendly case studies;
- Build a good understanding of the media environment in key states and how this may impact Reprieve's strategic objectives,
- Prepare materials for engagement with media, either directly or via trusted local partners.

7. Other

- Undertake special projects that further the charitable objects of Reprieve from time-to-time, particularly where such projects have an overall organisational focus.

Key Contacts

Reporting to the US Death Penalty Project Manager, the Project Officer will work closely with the US death penalty team, Head of US Death Penalty, Director and Deputy Directors, Fellows and others engaged by Reprieve; partner organisations and third party service providers.

Length and Salary

The role is a full-time permanent contract. Reprieve operates a hybrid working model with staff working part of the week from home and part of the week from the office, following government COVID guidelines. Long-term we expect to have a new structure in place with set days each week when teams will be expected to be in the office.

The annual salary is £38,613 per annum less any required deductions for income tax and national insurance. After 2 years of service, Officers can expect to progress to a higher salary, in line with Reprieve's [pay scale](#).



Reprieve works across a number of jurisdictions; as such, this is a role that may require work outside of core office hours from time to time.

Reprieve is proud that the highest-paid member of staff is paid no more than double the lowest-paid member of staff. Our pay is transparent and non-negotiable. 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/>

Applicants must have the current right to work in the UK, 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.

To apply:

Please send a copy of your C.V. and a covering letter detailing your suitability for the role and why you want to work at Reprieve to applications@reprieve.org.uk. Please ensure the subject line “US Death Penalty Project Officer” is used and that attachments are in PDF format. Please also state where you saw this vacancy advertised.

Person Specification

CRITERIA	Essential	Desirable
A genuine interest in human rights and a commitment to Reprieve’s goals	✓	
Eligible to live and work in the UK	✓	
At least 2 years of professional experience	✓	
Excellent written and oral communication skills	✓	
Highly organized with attention to detail	✓	
Ability to progress multiple streams of work independently	✓	
Ability to own, maintain, and develop stakeholder relationships	✓	

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Ability to think creatively and problem-solve	✓	
Knowledge of the US death penalty landscape	✓	
Proven ability to juggle multiple tasks and exercise good judgment in a high-pressured environment	✓	
Sound judgment and discretion with respect to highly confidential and sensitive information	✓	
Ability to work harmoniously and collaboratively in a small team	✓	
Ability to work effectively with remote staff	✓	
Proficiency with MS Word, MS Excel, and MS Outlook	✓	
US or other relevant law degree		✓
Prior capital defence and/or death penalty advocacy experience		✓