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## **Job Description and Person Specification**

<b>Job title:</b>	<b>Head of Public Affairs and Policy</b>
<b>Reports to:</b>	Director of Policy and Advocacy
<b>Salary:</b>	£52,667 full-time, plus up to 5% employee matched pension contribution
<b>Date call released:</b>	13 September 2022
<b>Deadline for applications:</b>	Applications will be reviewed on a rolling basis, and early applications are encouraged
<b>Start date:</b>	ASAP
<b>Duration:</b>	This is a full-time, permanent position. We are also open to considering applications from part time candidates. Please specify when applying.

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## **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.

## **The Role**

The Head of Public Affairs and Policy is responsible for overseeing Reprieve’s political engagement and policy work; managing public affairs and policy focused staff; and steering forward advocacy and policy which advances Reprieve’s strategic objectives in all the jurisdictions where we operate.

Reprieve’s current policy goals include strengthening systems for avoiding complicity in overseas human rights abuses and achieving accountability for them; encouraging states to implement policies which restrict or end the death penalty or involvement in other human rights abuses such as torture; working with corporations to advance specific human rights

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objectives; advocating an end to extrajudicial executions; and urging the US Government to close Guantánamo Bay.

Reprieve's work encompasses a number of regions across the world, including the Middle East and North Africa, Sub-Saharan Africa, South Asia, South East Asia, and the United States. We particularly welcome applicants with knowledge or experience of any of these regions, and with lived experience of human rights issues in the countries where Reprieve works.

## **Responsibilities**

Working with the other Heads of, Directors, staff, and the public affairs and policy team, the Head of Public Affairs and Policy will fulfil the following responsibilities:

### **Engagement with political decision makers**

- Oversee Reprieve's relationships with political stakeholders including Government officials, legislators, and regulators, and ensure these relationships are maintained, developed, and appropriately logged.
- Build alliances with politicians across the political spectrum to grow support for Reprieve's cases and policy positions, and identify potential new allies across the public, private and third sectors.
- Seek interventions from political decision makers in support of Reprieve's clients and in service of casework objectives.
- Work with Reprieve's media team to coordinate public interventions from political decision makers which support Reprieve's goals.
- Draft, review and edit material for political engagement on Reprieve cases and issues.

### **Strategy and planning**

- Play a strategic leadership role in identifying where Reprieve's vision and mission could be served by changes in policy, legislation, or regulation across each of the jurisdictions where Reprieve works.
- Remain abreast of significant political, legal, and policy developments which are relevant to Reprieve's cases and issue set, and identify where these present opportunities or challenges for Reprieve's work over the longer term.
- Develop and implement political engagement and influencing strategies which support programmatic objectives across each of Reprieve's work areas and are in line with Reprieve's charitable objects.
- Input into operational planning for all of Reprieve's casework teams where relevant public affairs and policy matters arise.
- Monitor and evaluate the effectiveness of Reprieve's public affairs policy work and incorporate learnings into future policy and political engagement initiatives.

### **Management and cross-team working**

- Coordinate the work of Reprieve's Public affairs and policy team, line managing public affairs and policy focused staff, fellows or consultants, as appropriate.

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- Take responsibility for the public affairs and policy team's work and wellbeing, oversee team resourcing and capacity, and communicate with senior staff around team progress and needs.
- Working with the Director of Policy and Advocacy, oversee political engagement across the organisation, ensuring the public affairs and policy team remains abreast of the organisation's engagement with political decision makers.
- Advise and support Reprieve's casework and project teams in identifying how political engagement may serve their strategic objectives, and how such engagement may be implemented.
- Assist with the implementation of Reprieve's lobbying policy and help to ensure that any new streams of political engagement are fully compliant with this and in alignment with Reprieve's charitable objects.
- Where appropriate, work with other civil society organisations in order to promote shared interests and aims and to represent Reprieve in discussions with external stakeholders around political strategy.
- Alert the SMT to any risks arising from Reprieve's public affairs and policy work that may pose a threat Reprieve's reputation, the effectiveness of our work, or the security of our staff.

## **Research and policy development**

- Oversee the public affairs and policy team's work to track relevant legislation in legislatures including the UK Parliament, the US Congress, and the European Parliament.
- Oversee the public affairs and policy team's work in monitoring relevant policy and political developments within Reprieve's core work areas, disseminating this information to the relevant team members, and advising on possible responses.
- Steer the public affairs and policy team in developing coherent positions on cross cutting issues which are relevant to Reprieve's work, and in developing and advancing policy proposals which would serve Reprieve's strategic objectives.
- Provide advice from a policy perspective on long term research projects and reports and ensure the findings and analysis of these contribute to Reprieve's strategic policy objectives.

## **Other**

- Undertake special projects from time to time, particularly where such projects have an overall organisational focus.
- Identify any future areas of political work that warrant the investment of additional resources, and work with the Development and Outreach Team to budget for such resources.
- Be an ambassador for Reprieve by representing Reprieve at functions. This may include speaking engagements.

## **Key Contacts**

Reporting to the Director of Policy and Advocacy, the Head of Public Affairs and Policy will work closely with the SMT, Casework, Media, Development and Outreach and Campaigns teams.



### **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.

The annual salary is £52,667 per annum less any required deductions for income tax and national insurance.

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. 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 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](mailto:applications@reprieve.org.uk). Please ensure the subject line "Head of Public Affairs and Policy" is used and that attachments are in PDF format and the name of each attachment includes your name. Please include details of where you saw the role advertised in your email.

### **Person Specification**

<b>CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>
Experience of direct line management of staff and/or volunteers	✓	
Experience working in public affairs and/or policy development.	✓	
Familiarity with the policy and political context relating to the death penalty or abuses in counterterrorism	✓	
Excellent written and communication skills	✓	

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Thorough understanding of the UK and US political systems, as well as other relevant jurisdictions	✓	
A track-record of engaging political decision makers around challenging issues	✓	
Proven ability to manage complex and sensitive issues	✓	
Ability to think and act strategically	✓	
Proven project management experience	✓	
Good understanding of the media landscape around Reprieve's issue set	✓	
Experience in stakeholder relations	✓	
Demonstrably strong interpersonal and communication skills	✓	
Excellent creative skills, and proven ability to produce exceptional work under pressure	✓	
Ability to work harmoniously and creatively in a small team, and a willingness to muck in and help your colleagues during busy periods	✓	
Ability to prioritise, work under pressure, and respond to multiple and competing demands on your time	✓	
A genuine interest in human rights and a commitment to Reprieve's goals	✓	
Current right to live and work in the UK	✓	
Brilliant organiser – of yourself and others	✓	
Confidence using Microsoft Word, Excel, Outlook, and Teams, as well as using open-source information for research purposes	✓	
Experience in one or more of the regions, where Reprieve works (the Middle East and North Africa, Sub-Saharan Africa, South Asia, South East Asia, and the United States)		✓
Lived experience of human rights issues in the countries where Reprieve works		✓
Strong political contacts		✓