



Job Description and Person Specification

Job Title:	Head of Death Penalty Projects - Regional
Reports to:	Deputy Director
Salary:	£54,247 full-time plus up to 5% employee matched pension contribution
Date call released:	13 September 2023
Deadline for applications:	22 October 2023
Start date:	ASAP
Duration:	Whilst this is a full-time position, we are open to discussing a job share or part- time option for the right candidate

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:



The Head of Death Penalty Projects - Regional will oversee Reprieve's dynamic anti-death penalty work across two regions: South East Asia and South Asia, with a focus on leveraging international and regional opportunities.

Reprieve uses a combination of casework, strategic projects, investigation, litigation, engagement with the UN mechanisms, and political and public engagement to bring about abolition and to limit the use of the death penalty in both regions. Reprieve works in close collaboration with national and regional civil society and seeks to leverage its criminal justice expertise, base in the UK, networks in Europe, and the networks of Reprieve US to benefit clients in target countries and work against the death penalty. Focus countries in each region currently include: Indonesia, Malaysia and Singapore (in South East Asia), Pakistan and India (in South Asia).

Reprieve's work in the South Asia and South East Asia currently focuses on abolishing the death penalty for drug offences; reducing the number of wrongful convictions and death sentences imposed in breach of international law; challenging the use of vaguely defined "anti-terror" laws under which people are sentenced to death for non-lethal offences; highlighting the discriminatory and disproportionate effect of the death penalty on marginalised groups, including migrant workers and foreign nationals; achieving greater transparency around death row populations; improving consular assistance for South Asian and South East Asian nationals facing the death penalty overseas; and ensuring accountability for security and justice assistance from abolitionist countries provided to retentionist countries.

Reprieve works closely with trusted in-country partner organisations, civil society, lawyers, human rights activists, diplomats, civil servants, the business community, and others to reduce the use of death penalty in the South Asia and South East Asia regions.

About You:

The successful applicant will be based in our London office. Applicants who require sponsorship for a visa are invited to apply for this role.

Whilst this is a full-time position, we are open to discussing a job share or part time option for the right candidate

You will be responsible for overseeing the development and implementation of Reprieve's anti-death penalty work in South Asia and South East Asia regions, and helping to ensure all of Reprieve's methodologies—casework, investigation, litigation, research, political and public engagement—connect with one another to help save clients' lives and address structural human rights violations in the application of the death penalty.

You are an experienced people and project manager with legal or casework skills and knowledge of human rights issues and the target regions. You have demonstrable experience and skills in leading teams, working closely with valued partners, managing a diverse portfolio of work, and handling budgets including complex restricted funding. You



will also have experience working with persons who have become vulnerable or who have experienced trauma.

You are able to develop an appropriate strategy that reflects local, regional, and international trends in the application of the death penalty. You will have experience working with partners on the ground, including building relationships with stakeholders in the region to guide and further strategic initiatives. You have experience of remote management. You are cognizant of regional sensitivities and nuance, are a person with experience of working in the region, with a high level of cultural competency, and are able to familiarise yourself with topics outside your expertise. You are abreast of local and geopolitical developments that might affect the use of the death penalty. You also have the ability to develop targeted strategies to influence the policies and public conversations around the death penalty.

You will help Reprieve's Directors and Deputy Directors explore and understand changes and opportunities to achieve change in the death penalty landscape in the region.

You will be an integral member of the Casework Team and will work closely with the Senior Management Team. You will line manage two teams covering South Asia and South East Asia respectively, including staff in London and regional fellows. You will support the team and our in-country partner organisations to plan and deliver project activities and meet donor requirements.

You will be someone whom caseworkers and fellows feel confident to approach for guidance and direction. Even if you don't always know the answer, you will be capable of proactively obtaining it from the Directors and Deputy Directors.

You are a positive person with a can-do attitude, substantial and demonstrable experience of team and project management, a great ability to multitask, a sensitivity to the risks faced by those with whom we work and assist, a willingness to muck in on all tasks big and small, and a passion for Reprieve's work.

This is an office-based role in London. Reprieve operates a hybrid working model, with a minimum of 40% in the office. Your presence is necessary during our 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. You may be required to travel domestically and internationally, including some high-risk contexts.

Your main duties will include:

Project Management

- Oversee and develop the strategy and operational plan for South Asia and South East Asia regions (including with respect to India, Pakistan, Malaysia, Singapore and Indonesia) incorporating both casework and projects by setting clear goals, targets, and systems for evaluation across the work area in close collaboration with the wider team.
- Maintain project budgets and contribute to reporting to funders;



- Liaise with donors, including responding to donor requests for information and ensuring project re-budgets are approved;
- Monitor project effectiveness through regular evaluations and through coordinating team updates at internal meetings and sharing findings with relevant sections of the organisation;
- Collect and log evidence of impacts, outcomes, outputs in line with the project log frame;
- Draft interim reports as necessary and a final narrative report after the conclusion of the project;
- Adapt to findings about project effectiveness and work to develop any shifts in the team's operational plan to ensure that the work remains impactful;
- Take primary responsibility for all aspects of the team's casework management;
- Plan domestic and foreign travel in service of Reprieve's casework, and in consultation with the Operations Team and Head of Finance; and
- Ensure all actions undertaken by the team comply with Reprieve's legal obligations, working with the Deputy Director (Legal and Governance).

Managing project budgets

- Plan project expenditure and monitor project spending;
- Ensure project team, partners, and consultants involved in delivering project are aware of and follow relevant donor rules;
- Collect and log correct documentation for each expenditure (receipts, invoices etc) and monitor finance team project reports to ensure all correct expenses are included;
- Work with finance team to prepare finance reports for donors;
- Work with finance team to revise project budgets when necessary;
- Respond to donor requests for information and keep donor informed on issues where there is a contractual requirement; and
- Liaise with donors to ensure project re-budgets are approved.

Team management

- Line manage staff, fellows, and consultants;
- Coordinate the engagement of relevant members of the wider team in the advancement of the team's goals (including the casework teams, UK litigation, media, campaigns, policy, development, finance, operations and senior management teams); and
- Liaise and coordinate with existing Reprieve in-country partner organisations.

Investigation

With support from the Directors and Deputy Directors, guide and oversee the team in using a range of investigative tools to support clients facing the death penalty, where strategic and appropriate, which include:

- Factual investigation and research;
- Records collection;



- Identifying suitable experts;
- Interviews with family, and prison visits; and
- Support ongoing contact with those whom we assist and their family members where strategic and appropriate.

Political engagement

With support from the Directors and Deputy Directors, work with the Policy team to identify and implement political engagement strategies to advance the team's objectives and key cases by:

- Coordinating with Reprieve's policy team to engage directly with politicians and decision-makers in the UK and Europe and other relevant jurisdictions to advocate for needed policy change and to promote and protect the rights of our clients
- Coordinating with the UN and policy team to engage UN and intergovernmental organisations on policy goals;
- Coordinating with in-country partners to engage local and regional politicians and decision-makers to advance policy aims that protect the rights of our clients;
- Drafting persuasive briefings in support of political engagement.

Media and public engagement:

With support from the Directors and Deputy Directors, work with the Media team to identify and implement media and advocacy strategies to contribute to delivering the objectives of casework in South Asia and South East Asia, on key cases and narratives around the use of the death penalty.

Other

- Undertake special projects from time to time;
- Contribute to fundraising activities or other development needs;
- Be an ambassador for Reprieve by representing Reprieve at functions. This may include speaking engagements.

Key Contacts

Reporting to a Deputy Director in the Casework Team, the Head of Death Penalty Projects-Regional will line manage caseworkers in the London office as well as fellows and consultants in-country. The Head of Death Penalty Projects- Regional will work closely with the Heads and Project Leads of: UK Litigation, Media, Campaigns, Policy, Development, Finance, and Operations; Staff, Fellows and others engaged by Reprieve; partner organisations and third-party service providers.



Length and Salary

The annual salary is £54,247 full-time 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 operates a hybrid working model and we require staff to work a minimum of 40% of their week from the London office and the rest of the week from home.

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/>

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Whilst this is a full-time position, we are open to discussing a job share or part time option for the right candidate

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. Please ensure that your contact details are on your CV. Please ensure the subject line "Head of Death Penalty Projects- Regional- your name" is used and that attachments are in PDF format. Please include details of where you saw the role advertised in your email.

Person specification

Criteria	Essential	Highly desirable
A genuine interest in human rights and a commitment to Reprieve's goals	X	
Demonstrably strong interpersonal and communication skills	X	

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Sound judgment and discretion with respect to highly confidential and sensitive information	X	
Ability to work under pressure	X	
Brilliant organiser (of yourself and others) and meticulous time and file management abilities	X	
Substantial and demonstrable experience of line managing staff	X	
Demonstrable project management experience	X	
Grant management and financial reporting experience	X	
Proven record of successful strategy development on an issue or project	X	
Considerable advocacy experience		X
Creativity and energy in approaching a workload consisting of large long-term projects	X	
A legal qualification or casework / legal experience in one of the countries in the regions Reprieve works in		X
Experience using different investigative tools to form the basis for casework and advocacy		X
Excellent written and communication skills; experience preparing persuasive briefings and advocacy materials	X	
Familiarity and experience working with UN mechanisms		X
Lived or significant working experience in South Asia and South East Asia regions or demonstrable experience of having worked extensively with partners in the South Asia or South East Asia regions		X
Experience directly assisting survivors of human rights violations, particularly those with vulnerabilities such as individuals who have experienced torture and trauma, or have complex mental health needs		X
Language skills: Proficiency in Tamil, Hindi, Urdu, Malay or Bahasa Indonesia		X