



Job Description and Person Specification

Job Title:	Policy and Parliamentary Officer
Reports to:	Head of Policy and Public Affairs
Salary:	£40,964 plus up to 5% employee matched pension contribution
Date call released:	19 December 2023
Deadline for applications:	28 January 2024
Start date:	ASAP
Duration:	Full-time, permanent

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 Policy and Parliamentary Office will apply their experience and strategic thinking to Reprieve’s work as a key member of the Policy Team.

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The Policy Team will support Reprieve's Casework teams in engaging with members of legislatures in the UK, US, and elsewhere, and in helping research, develop, and advocate for changes in government policies that impact our cases. The Policy and Parliamentary Officer will regularly attend meetings with MPs and Peers and their staff in the UK Houses of Parliament and will have the opportunity to work with decision makers, legal experts, and human rights defenders across the world.

Reprieve's current legal and 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 objectives; advocating an end to extrajudicial executions; fighting unlawful detention, including the detention of British families in North East Syria; and urging the US Government to close Guantánamo Bay.

About you

You are passionate about defending human rights and engaging with political stakeholders to hold governments to account. You have an interest in and aptitude for political strategy, and a good understanding of the UK parliament, including avenues for influencing government policy. You enjoy scrutinising legislation, policy, and government practice to identify human rights concerns.

You will have a good eye for detail, excellent communication skills, and be capable of building relationships with senior stakeholders, including politicians and decision makers. You will be self-motivated and organised, able to work under pressure and to tight deadlines. As a team player, you seek creative solutions to challenges and enjoy collaborating with others and learning from them.

This role would suit someone with some experience in human rights or parliamentary campaigns who is keen to develop their career in influencing policy.

Responsibilities

Working with the Policy Team, the Policy and Parliamentary Officer's role will include the following responsibilities:

Producing policy materials

- Draft reports, briefing papers, formal correspondence, presentations, submissions to parliamentary committees, and other documents articulating Reprieve's policy positions

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- Coordinate internal input into draft documents, and manage the review process to obtain sign off from the casework team and managers
- Liaise with other members of the team, including media and campaigns, to identify effective ways to present and disseminate policy messages
- Give advice to casework teams on political strategies and support them in drafting policy materials for key stakeholders

Advocacy and engagement with key stakeholders

- Work with the Head of Public Affairs and Policy on strategic engagement with the UK Parliament, other national legislative bodies such as the US Congress, and regional assemblies such as the European Parliament
- Contribute to stakeholder analysis and mapping to identify potential allies and key stakeholders across the public, private, and third sectors, and coordinate outreach to expand Reprieve's networks
- Arrange and attend external meetings with key stakeholders as a representative of Reprieve
- Present research and policy positions to key stakeholders as required
- Build and develop relationships with Reprieve's contacts in Parliament, government, legislative bodies, international organisations, NGOs and the private sector in coordination with the team
- Support on engagement with legislative bodies and executive/government agencies and departments in target regions
- Feed into Reprieve's media engagement in line with the team's policy goals

Research

- Lead research projects relating to Reprieve's policy work or other issues affecting casework in coordination with the Head of Public Affairs and Policy
- Identify opportunities for new policy work arising from research and political developments
- Coordinate with caseworkers to identify cases which align with Reprieve's strategic goals
- Ensure Reprieve's casework fits within the wider policy landscape and that the casework team remains up to date with relevant political, research, and policy developments.

Coordination and policy team working

- Monitor parliamentary activity that relevant to Reprieve's work, and keep the policy team and wider organisation up to date with key developments in a timely manner;

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- Maintain a portfolio of work supporting teams across the organisation, and work with the Head of Public Affairs and Policy to prioritise tasks and deliver on commitments to other teams.
- Support the Head of Public Affairs and Policy in coordinating policy team meetings, including by preparing agendas and capturing next steps;
- Liaise with internal and external stakeholders to organise meetings as needed and ensure there is a detailed record of these.

Supporting Reprieve's Casework teams

- Conduct factual investigation and research on Reprieve's cases
- Draft submissions to international mechanisms and other bodies
- Support casework teams in working closely with Reprieve's partners in target regions and provide advice on political strategy as required
- Assist the casework team in liaising with government contacts, and other stakeholders
- Coordinate input from experts, pro bono lawyers, and other supportive organisations and individuals
- Provide assistance in cases or issues of particular urgency, such as an upcoming trial or executions.

Supervision

- Supervise seasonal fellows as required

Practical details

The Policy and Parliamentary Officer will sit within Reprieve's Policy Team, will work closely with colleagues across the broader casework team to maintain alignment of Reprieve's strategic goals, and will collaborate with our media and campaigns sub-team to disseminate Reprieve's public messages.

Length and Salary

The role is a full-time permanent contract. The annual salary is £40,964 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](#).

The Policy and Parliamentary Officer will be expected to carry out their work during core office hours, Monday to Friday. From time to time this role may require work outside of core office hours.

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



Reprieve operates a hybrid working model and we require staff to work a minimum of 40% a week from the London office and the rest of the week from home. You will also be expected to attend meetings and trainings as required.

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/>.

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 non-financial benefits to employees. You can learn more about Reprieve's salary structure and ethos here: <https://reprieve.org/uk/our-governance/our-pay-structure/>.

How to apply:

To apply, please submit a CV and covering letter, setting out how you meet the person specification below, to applications@reprieve.org.uk by the closing date. Please ensure your email has the subject heading 'Policy and Parliamentary Officer', and that all attachments are sent in PDF format with your name in the document title. Please also indicate where you saw the post advertised.

Person Specification

CRITERIA	Essential	Desirable
A genuine interest in human rights and a commitment to Reprieve's goals	✓	
Current right to live and work in the UK	✓	
Some knowledge of international and domestic human rights law and practice particularly in the context of the death penalty, torture, and arbitrary detention	✓	
An interest in and good understanding of the UK parliamentary system and policy making processes	✓	
Significant experience of engaging with political actors, for example UK parliamentarians, and ability to build relationships with senior stakeholders	✓	
Exceptional written and oral communication skills in English and ability to persuade others	✓	

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Detail-oriented, strong organisational skills, including a rigorous approach to record keeping and file maintenance.	✓	
Excellent prioritisation skills, ability to work under pressure and respond to multiple and competing demands on your time	✓	
A high degree of self-motivation and ability to work with limited supervision	✓	
Ability to form effective working relationships with people from a wide range of professional backgrounds relevant to Reprieve's work	✓	
Ability to work harmoniously and creatively in a small team, and a willingness to help your colleagues during busy periods	✓	
Experience of analysing legislation and policy documents to identify areas of concern and opportunities for improving human rights laws and practice		✓
Relevant experience working to influence human rights law and policy		✓
Knowledge of other political and government systems, for example the US and the EU		✓
Understanding of how media can advance Reprieve's policy goals, including social media		✓
Relevant investigative experience, for example experience of submitting Freedom of Information requests		✓