



Job Description and Person Specification

Job Title:	Deputy Director - Casework
Reports to:	Director of Casework
Salary:	£65,073 full-time, plus up to 5% employee matched pension contribution
Deadline for applications:	07 April 2024
Start date:	ASAP
Duration:	This is a full-time, permanent contract

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 cast aside. 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.

About the Role

A member of the Senior Management Team at Reprieve, the Deputy Director will help lead our casework by line managing and supporting a number of regional and project casework teams. The role is cross-cutting and spans work across Reprieve’s

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mission to use strategic interventions to end the use of the death penalty and extreme human rights abuses carried out in the name of “counterterrorism” or “national security”. Our teams use every tool at their disposal to protect our clients and to achieve Reprieve’s overarching mission including investigation, litigation, and public and private advocacy. The Deputy Director will be wholly committed to the clients Reprieve serves and the issues that Reprieve seeks to address.

The Deputy Director will have at least 5 years of substantive casework experience and substantial experience of managing people and teams. They will deliver effective strategic casework and advocacy by building and maintaining happy teams, and productive and respectful partnerships.

They will be an experienced line manager and team leader able to guide and support colleagues working on cases of serious human rights abuses in an effective and healthy way and able to support team and project leads in approaching their own line and project management responsibilities.

They will have exceptional attention to detail and writing and editing skills, and be an experienced project manager with a proven ability to think laterally and to communicate effectively.

They will be adept at working on sensitive and complex projects with multiple stakeholders, including people who have become vulnerable. They will enjoy the challenge of working in a fast-paced, dynamic and at times emotionally charged environment while maintaining consistently high standards, clarity of thought and process and good humour.

Collaboration and humility is at the heart of Reprieve’s strategy and ways of working and the Deputy Director will work with many of Reprieve’s regional, project and cross-cutting teams, and operations functions. They will be able and eager to understand and be sensitive to different regional contexts, cultures and legal systems, including international legal mechanisms and systems.

The Deputy Director will view it as their responsibility to support the work of the casework teams and contribute to Reprieve’s continual improvement in whatever ways are needed. The Deputy Director will work across all of our thematic casework areas, including our work on the death penalty and abuses carried out in the name of “counter-terrorism” or “national security”. As such, they will have some familiarity with these issues and experience of working on similar issues and themes.

The Deputy Director will have a strong foundational knowledge of Equality, Diversity and Inclusion best practices within the charity sector, and will seek to ensure that Reprieve’s work, practices and communications align with best practice.



The ideal candidate will be thoughtful, sensitive, organised and rigorous with exceptional ability to collaborate widely and deliver on complex projects. They will have extensive case and project management experience and will be able to manage competing priorities under pressure. They will be adept at working with teams including internationally, be committed to learning about the complex cultural and political contexts in which Reprieve operates, be flexible and curious, with a passion for the work, for principles of diversity and inclusion, and an unwavering commitment to our clients.

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.

Key Responsibilities:

The Deputy Director will work closely with the Senior Management Team as well as with all of Reprieve's casework teams.

Team Management Responsibilities

The Deputy Director will be responsible for line-managing a number of casework teams. With the Director of Casework and other Deputy Directors, they will be responsible for ensuring that the teams are able to work collaboratively, productively and effectively. The Deputy Director will:

- Line manage a number of Reprieve's casework teams Heads or Project Leads; Support the management of the rest of the staff by ensuring that all the managers are supported to manage their teams effectively; line-manage other staff members as needed and ensure that all staff receive the support they need to develop in their roles; and be familiar with Reprieve's policies and processes, ensuring appropriate policies are developed, implemented, and improved;
- Support team managers developing, adapting, and implementing effective strategies in all areas of their work;
 - Ensure that the teams they are line managing and supporting have regular brainstorms and other strategy sessions;
 - Ensure that the teams they are line managing and supporting are meeting their operational plans, and that these plans are in line with Reprieve's strategic plan;

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- Help teams to evaluate their work and update their operational plans and strategies, bringing in other teams, experts, and members of SMT as needed.
- Ensure work carried out by teams is of a high standard, review and edit outputs, and assist with sign off of internal and public facing documents including, legal submissions, witness statements, briefings, advocacy documents, letters, and campaigns and press materials.
- Work with Casework Director and other Deputy Directors and team leads to ensure that all staff are trained and well-equipped to perform their roles effectively;
- Coordinate with other teams within the organisation to ensure that the casework team is delivering effectively on its goals and funder deliverables and that it receives adequate resource to do so;
- Support teams, and work with the Finance and Development teams, to develop and maintain databases to record data and actions gathered and taken by Reprieve and its partners and ensure they are maintained and up to date.
- Assist in team building initiatives, including helping to manage needs arising from hybrid working; and
- Assist with recruitment when necessary.

Senior Management Team Responsibilities

Sitting within the Senior Management Team, the Deputy Director will:

- Join senior management team meetings and contribute to strategy discussions and planning, organisational management and Reprieve's continual improvement;
- Lead projects relating to the above as needed;
- Work with Reprieve's Development and Outreach team and Joint Executive Directors to support fundraising efforts and grant applications;
- Be an ambassador for Reprieve, including by speaking at events or other engagements; and
- Work to ensure that Reprieve's casework is sustainable and that Reprieve is meeting its charitable objectives at all times.

Key Contacts

Reporting to the Director of Casework, the Deputy will work closely with the Joint Executive Director, Director of Advocacy, other Deputy Directors in the Senior Management Team, Head of Communications, Head of Policy and team Heads and project leads, as well as with Reprieve's international partners, fellows and consultants, pro bono law firms and third-party service providers where appropriate.



They will also coordinate closely with the Finance and Development teams. They will work closely with Reprieve's sibling organisation, Reprieve US.

Length and Salary

The Deputy Director is a full-time permanent role based in Reprieve's London office during core office hours. The annual salary is £65,073 per annum less any required deductions for income tax and national insurance.

Reprieve is proud to have a fixed and transparent pay structure, with a strict ratio governing the maximum difference between the highest paid and lowest paid member of staff (2:1). We are also proud to be a flexible employer and offer a range of nonfinancial benefits to employees. We welcome applications from a range of backgrounds, and in particular, welcome individuals with experience of the issues that Reprieve is working on. 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 to applications@reprieve.org.uk by the deadline above. Please ensure the subject line 'Deputy Director - Casework Team' is used and that attachments are in PDF format. Please ensure the title of each document includes your name. Please indicate where you saw the post advertised in your email.



Person Specification

CRITERIA	Essential	Desirable
Current right to live and work in the UK	✓	
Exceptional attention to detail	✓	
Excellent written and communication skills	✓	
Exceptional drafting and copy editing skills	✓	
At least 5 years' substantive case or project management experience	✓	
At least 3 years' experience line management of teams conducting casework	✓	
Ability to work under pressure and manage a dynamic workload with conflicting priorities	✓	
Ability to critically and analytically engage with multiple, novel work areas	✓	
Demonstrably strong interpersonal and communication skills	✓	
Sound judgment and discretion with respect to highly confidential and sensitive information	✓	
Brilliant organiser of yourself and others and meticulous time and file management abilities	✓	
Creativity and energy in approaching a workload consisting of a mixture of large long-term projects and fast moving, urgent tasks working to tight deadlines.	✓	
Familiarity with UK and international legal and policy matters relating to the death penalty and "counter-terrorism" and "national security"	✓	
Good humour and a passion for Reprieve's work and commitment to its clients	✓	
Flexibility and ability to work extremely well across different teams, and to supervise and manage staff in different jurisdictions and time zones	✓	

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A legal qualification or significant legal casework or international law experience and knowledge (5 year + PQE or equivalent experience)	✓	
Experience developing, implementing and/or improving policies and processes that enable effective and consistent working in line with good practice		✓
Experience of working in a legal context in jurisdictions outside of the UK and the US		✓
Grant management and financial reporting experience		✓