



Job Description and Person Specification

Job Title:	Middle East and North Africa (MENA) Caseworker
Reports to:	Head of Death Penalty Projects (MENA and South Asia)
Salary:	£40,964 full-time, plus up to 5% employee matched pension contribution
Date call released:	27 March 2024
Deadline for applications:	23 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 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.

About the Role



The MENA Death Penalty Caseworker will undertake a range of activities in support of Reprieve's work on cases of individuals on death row or at risk of the death penalty across the MENA region, including casework and investigations into individual cases and the broader death penalty landscape, support to Reprieve clients, and support to partner organisations and lawyers in the MENA region and beyond.

The MENA Death Penalty Caseworker is an integral member of the MENA Team, and will work closely with the Media, Campaigns and Digital, and UK and US Policy teams, and the Directors and Deputy Directors.

Background on MENA death penalty work

Several countries in the MENA region consistently rank amongst the highest executing states in the world. Reprieve is one of few international organisations working on combatting the use of the death penalty in the region, working with partners primarily on Saudi Arabia, Bahrain and Egypt, and monitoring the use of the death penalty across the wider region.

The MENA team's work is diverse and constantly evolving to shape, respond to and anticipate changes in the domestic and regional death penalty landscape. Our strategy in any given jurisdiction is developed in collaboration with – and informed by – our partners and fellows. Direct casework on strategic cases is core to our work in all regions, and includes legal, political and advocacy strategies as appropriate. We look in particular to find and develop cases and narratives which have the potential to change the landscape and benefit as many individuals or classes of individuals as possible. We also undertake and assist with longer term thematic projects and engage with regional and international mechanisms and organs where it is strategic to do so.

About you

You will be responsible for undertaking casework underpinning Reprieve's dynamic strategic approach in which each of Reprieve's methodologies—casework, investigation, litigation, political and public engagement, outreach and support for affected communities—connect with one another in pursuit of assisting clients and addressing structural rights violations.

You are a caseworker with demonstrable and substantial case management and advocacy experience, with the skills necessary to address a complex portfolio of cases across several countries. You will be able to take on our existing cases and pursue casework and advocacy, while also being able to identify and investigate new cases that fall within the team's strategic plan. You possess excellent and established research and analysis skills, including the ability to read and synthesise Arabic-language court documents and charge sheets. You are able to plan and carry out in-



depth investigations. You have the ability to succinctly and clearly convey findings to inform the wider team's ability to advance strategic goals. You can draft advocacy and briefing materials for a wide range of audiences, tailoring your writing style accordingly and with excellent attention to detail.

You are a person with a high level of cultural competency, with direct lived or working experience in the MENA region, ideally with experience of working with communities impacted by human rights violations in MENA. You will be able to demonstrate an understanding of how the death penalty is disproportionately applied to those from marginalised communities. You are able to monitor developments in the countries we work in and understand how it may impact our clients and /or wider strategy. You are able to recognise nuance and show good judgement in working with clients and stakeholders, including the ability to identify the risks they face.

You will be able to build and maintain relationships with our partners, ensuring rigorous collaboration and coordination on our joint work. You will have excellent multitasking and organisational skills that include the ability to coordinate the input of multiple colleagues across teams to meet deadlines.

You will be a hard worker with a strong commitment to the work and mission of Reprieve. You will be open to and enthusiastic about collaboration, and work well with the various teams at Reprieve. You will be rigorous and focused in your work, and you will put the client at the forefront of your activities.

Responsibilities:

Case Management

- Taking ownership over existing Reprieve cases, identifying and developing new cases
- Playing a key role in developing case strategy, including thinking creatively within local contexts for each case.
- Organising team meetings and brainstorming, and recording and sharing any action points or notes arising from these;
- Taking primary responsibility for casework management including creating and meticulously maintaining up-to-date casework databases and client chronologies;
- Accurately and succinctly recording memos of meeting and calls with clients and other stakeholders, and action follow-up work that arises;
- Ensuring all actions undertaken by the team are in compliance with Reprieve's legal obligations, working with the Deputy Director (Legal and Governance)
- Ensuring all actions are taken in compliance with Reprieve's obligations to clients and our policies on informed consent.



Investigation

- Conducting casework investigations into client cases and background to create an evidentiary base, including:
 - Factual investigation and research, including records requests.
 - Interviews with clients, their families, lawyers and other stakeholders where possible, ongoing contact with strategic clients' family members where appropriate
 - Collecting and analysing court documents and charges sheets
- Building the evidentiary base for relevant thematic areas via data gathering and analysis, and monitoring of the context of human rights violations in the region.

Political and legal advocacy:

- Supporting Reprieve's policy team to engage directly with politicians and decision-makers in the UK, US and other relevant jurisdictions to advocate on behalf of our clients and issues.
- Develop and maintain Reprieve's relationships with allies in regional and international governments, legislative bodies, and international organisations.
- Drafting persuasive briefings in support of political engagement, including international advocacy.
- Identifying areas of strategic legal advocacy, both domestic and international, and carry out legal research, and draft legal documents and reports as part of this strategy
- Drafting and submitting submissions for international legal mechanisms and bodies
- Coordinating input from experts, pro bono lawyers and other supportive organisations and individuals

Coordination with fellows and partners

- Maintaining excellent lines of communication with and between colleagues and partners and the wider team in London, seeking input and guidance on strategy and feeding this into team and broader organisational decision-making.
- Support with weekly meetings and coordination with partners and ensure any actions are recorded, shared and implemented.
- Working with contacts in other NGOs and other relevant interest groups to establish partnerships where it is deemed to be helpful to a case or project or for wider death penalty abolition related issue

Engaging with key stakeholders

- Building up a contact list of experts both in the UK and overseas who can assist by providing assistance with issues of forensics, psychology, local practices, translation etc.
- Identifying potential new allies across the public, private and third sectors, and coordinate outreach to expand Reprieve's networks.
- Organising conferences, training seminars and other events that further the team's strategic objectives



Administrative support and team capacity development

- Ensuring that minutes are taken and that team work is tracked and coordinated.
- Drafting reports of achievements, casework and public education initiatives for funders, and implementing systems for gathering the information required for such reports;
- Providing instructions, guidance and feedback to secondees, fellows and consultants both in-house and those out of the office;
- Supporting the colleagues and cross-team coordination by reporting on team meetings at general staff meetings where necessary.

Liaising with internal contacts from Development and Outreach, Campaigns and Digital

- Assisting Reprieve's Campaigns and Digital Team to create digital campaign content that raises awareness and support for your and your team's work, including raising the profile of cases where such support will be beneficial to the case
- Assisting Reprieve's Development and Outreach Team to develop an understanding of your work and to generate content for funders that seeks support for your and your team's work
- Ensuring all actions are in line with Reprieve's policies on informed client consent

Other

- Assisting with media work as necessary to promote the activities and aims of the team and specific casework to relevant audiences.
- Undertaking special projects from time to time;
- Contributing to fundraising activities or other development needs;
- Being an ambassador for Reprieve by representing Reprieve at functions. This may include speaking engagements.
- There may be the opportunity to supervise seasonal fellows who join the MENA team.

Key Contacts

Reporting to the Head of Death Penalty Projects (Middle East and North Africa and South Asia), the Caseworker will work closely with the Policy, Media and Campaigns teams, the Deputy Directors, Directors, Reprieve US and others engaged by Reprieve; partner organisations and third-party service providers.

Length and Salary

This role is a full-time, permanent contract based in our London office. The annual salary is £40,964 full-time per annum, less any required deductions for income tax and national insurance.



Reprieve operates a hybrid working model and we require staff to work a minimum of 40% per week from the London office, and the rest from home. Your presence is important during core office hours, whether remotely or in the office.

Reprieve is proud to have an open and transparent pay structure. It is governed by a 2:1 pay ratio between the highest paid member of staff and the lowest paid member of staff. 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. Reprieve is an equal opportunity employer and we particularly welcome applicants who are significantly underrepresented in our sector, including individuals from Black and minority ethnic communities, members of the LGBTQI community, and those with disabilities.

To apply:

Please complete the application form on our website and send it as a word document to applications@reprieve.org.uk by the deadline above. Please ensure the subject line "MENA Team Caseworker- your name" is used. Please also indicate where you saw the post advertised in your email.

Person Specification

CRITERIA	Essential	Highly Desirable
A genuine interest in human rights and a commitment to Reprieve's goals	X	
Native or professional proficiency in Arabic	X	
Knowledge and understanding of the political and human rights landscape in the Middle East and North Africa, including sensitivity to the various legal, socio-economic and political factors at play.	X	
Current right to live and work in the UK	X	
Demonstrable and substantial casework experience, including advocacy and research experience	X	

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Excellent written and communication skills; experience preparing persuasive briefings and advocacy materials	X	
Brilliant organiser with meticulous time and file management abilities	X	
Demonstrably strong interpersonal and communication skills	X	
Sound judgment and discretion with respect to highly confidential and sensitive information	X	
A willingness to muck in and help your colleagues during busy periods, with a high degree of self-motivation	X	
Creativity and energy in approaching a workload consisting of large long-term projects	X	
Emotional resilience and experience working with vulnerable individuals, including victims of torture and trauma, in emotionally charged and stressful situations	X	
Previous experience in the MENA region or demonstrable experience of having worked extensively with partners in the MENA region	X	
Familiarity with international legal and policy matters relating to the death penalty in the context of both criminal and counterterrorism matters		X
An interest in and aptitude for UK political and parliamentary engagement		X
Experience working with UN mechanisms		X
Experience with qualitative and/or quantitative data analysis		X