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### **Job Description and Person Specification**

<b>Job Title:</b>	<b>Interim Deputy Executive Director</b>
<b>Reports to:</b>	<b>Joint Executive Director</b>
<b>Salary:</b>	£80,000 full-time, plus up to 5% employee matched pension contribution
<b>Date call released:</b>	28 June 2025
<b>Deadline for applications:</b>	04 August 2024
<b>Start date:</b>	End October/Start November 2024
<b>Duration:</b>	This is a full-time, 12-month contract with the possibility of extension

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### **About Reprieve**

Reprieve works with the most disenfranchised people in society. Our aim is simple: to consign the death penalty and abuses carried out in the name of “counter-terrorism” or “national security” to history, drawing public and political attention to these past harms with a view to preventing them from occurring again.

In our view, you can best judge a society by how it treats prisoners, criminal defendants, and the far-flung targets of an ever-changing counter-terror policy. To us, the rule of law means little if we selectively apply it to people we agree with. It is for all of us. Liberty is always eroded at the margins.

Reprieve’s staff is made up of courageous and committed human rights defenders. Founded in 1999, we provide free legal and investigative support to people facing the death penalty and those victimised by states’ abusive counter-terror policies – rendition, torture, arbitrary detention and extrajudicial killing.

We fight our clients’ cases in courts around the world; investigate their mistreatment; and advocate on their behalf, encouraging public and political debate of human rights issues.

Reprieve’s main office is in Aldgate, 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

An exciting opportunity to join the leadership team of one of the UK's most dynamic, strategic and impactful charities.

The Interim Deputy Executive Director will join the brilliant senior leadership team at Reprieve to help build and lead the work of the organization. This is an interim, fixed term position, though there may be the possibility of extension based on circumstances.

Reprieve has two Joint Executive Directors who jointly lead the work of the organization. They work closely together and have cross-cutting areas of responsibility as well as specific focuses within the organization. One of the Joint Executive Directors will be on parental leave from mid-November 2024. The new role is intended to cover some of their specific responsibilities, and to support in the day-to-day running and leading of the organization across its various functions.

The Interim Deputy Executive Director's responsibilities will include managing senior staff at Reprieve, including the Directors of Casework, Advocacy and Policy, and working with the Joint Executive Director to oversee Reprieve's Fundraising and Finances, its Governance and Board relationships, and its HR and Operations functions.

## About You

The ideal candidate will have experience of leadership of a small to medium size human rights or similar charity, preferably with some international operations. They will have exceptionally strong management and people management skills, excellent judgment, proven ability to lead teams to achieve impact in their work, and an understanding of charity governance and finance issues.

Reprieve works in close partnership with a network of amazing organizations and individuals around the world; the ideal candidate will be committed to building and maintaining relationships with partners and stakeholders. They will understand and be enthusiastic about Reprieve's mission and vision, and be committed to using their time and skills to support and build the organization to be the best it can be.

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The role is a versatile one because of the potential scope of what the candidate will be involved in, but the duties may include the following:

### 1. Management of Reprieve

- Work with the Joint Executive Director and senior management team to ensure that the organisation is structured and staffed to operate at maximum effectiveness.
- Ensure that Reprieve is a positive and energising place to work. Ensure team and organisational cohesion.
- Work with teams to ensure our core values and code of ethics are followed at all times.

- Provide strong leadership to all teams to ensure everyone is engaged and making a meaningful impact. Help place individuals in roles where they can best contribute to Reprieve's mission.
- Provide guidance to Directors and Deputy Directors with their line management responsibilities within the team so as to ensure that each staff member feels supported and heard.
- Directly line manage senior staff, including the Director of Casework and Director of Advocacy and Policy.
- Where needed, assist with the recruitment and induction of new staff across the organization and provide guidance to hiring managers during the process.
- Together with relevant members of the senior management team, ensure that we have fair processes in terms of recruitment, benefits, probation, conflicts arising, grievance and disciplinary matters.

## 2. Strategic Direction and Governance

- Work with the Joint Executive Director and senior management team to oversee the development and implementation of Reprieve's strategic and operational planning, in coordination with Reprieve's Board of Trustees.
- Support the Joint Executive Director and Board to finalise Reprieve's annual strategic framework and operational plan.
- Work with the Joint Executive Director to ensure that there is a budget each year which supports the work set out in the operational plan.
- Work with the Risk Committee, the Joint Executive Director and the Deputy Director of Legal & Governance on managing the risks as identified in the risk register.
- Together with relevant members of the senior management team, ensure Reprieve's compliance with its legal obligations as a charity, including obligations relating to any regulatory frameworks.
- Working with the Joint Executive Director and Deputy Director of Legal & Governance to provide regular updates to the Board on matters relating to Reprieve's operations, including any relevant changes or risks to the organization.
- Provide strategic guidance to Directors overseeing the casework, advocacy and policy functions at Reprieve.
- Identify and bring in expert assistance where needed to support the work and functioning of Reprieve.
- Ensure Reprieve is a safe place to work for all by actively promoting our safety & security policy and procedure and ensure all teams are compliant.
- During a crisis, act as a member of the crisis management team.
- Support the Deputy Director of Legal & Governance with the management of safeguarding at Reprieve.

## 3. Work with Stakeholders and Partners

- Manage and build relationships with partners, fellows and stakeholders of Reprieve around the world.
- Help ensure that teams are able to operate effectively and ethically across the jurisdictions where we work.

- Support partners in fundraising or organizational development efforts where requested.

#### 4. Finance and Fundraising

- Together with the Joint Executive Director, ensure that the Board of Trustees are kept up to date regarding the finances of the organization.
- Assist with fundraising applications and meetings as needed, supporting the Joint Executive Director and fundraising teams.
- Work with the Joint Executive Director, Head of Finance and Deputy Director of Development to ensure that teams have the resources they need to carry out their work, and support the Director of Casework in overseeing the planning and budgeting by teams at the start of the operational planning cycle and at regular intervals throughout the year.

#### 5. Profile Building and Reputational Management

- Engage as one of the public faces of the organisation, embodying its values and beliefs.
- Support staff to promote the work of Reprieve to key audiences to increase impact.
- Together with the Joint Executive Director, senior management team and Head of Communications at Reprieve, help manage any risks to Reprieve's reputation and help build Reprieve's public profile in strategic ways where opportunities arise.

### **Key Contacts**

Reporting to the Joint Executive Director, the Interim Deputy Executive will line manage senior staff, including the Directors of Casework and Advocacy and Policy, and support the management of staff in other teams. They will act as a contact point for fellows and partners overseas, and work closely with the Board of Trustees, Deputy Director, Legal and Governance, the Deputy Director of Development and the Head of Operations to ensure the smooth running of the organisation.

### **Length and Salary**

This is a full-time role, fixed term contract for 12 months with the possibility of extension. The annual salary is £80,000 full-time per annum, less any required deductions for income tax and national insurance.

This role is based in Reprieve's London office. Reprieve operates a hybrid working model and we require staff to work 2 days per week from the London office and the rest of the week from home. Applicants must have the current right to work in the UK, which will be checked prior to interview.

Your presence is important during 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. This is a role that may require travel and work outside of core office hours from time to time.

Reprieve is proud to have an open and transparent pay structure, 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/>

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/>

## **Person Specification**

### **Skills and Qualities:**

- Enthusiasm and passion for the work of Reprieve.
- Creative and flexible problem-solving skills.
- Ability to guide teams to plan for and deliver audacious goals.
- Ability to communicate and inspire buy-in to organisational vision and ethos among staff and supporters.
- Excellent writing and public speaking skills.
- Excellent interpersonal skills.
- Excellent people management skills.

### **Essential Experience:**

- Experience of or strong personal interest in human rights related work.
- Organisational leadership experience, ideally within a campaigning, charitable or legal setting.
- Experience of working with other organizations and individuals to achieve common strategic aims.
- Experience of setting and evaluating organisational strategy.
- Experience of line management of staff, including remote management.
- Experience of managing complex projects and budgets.
- Experience of fundraising, ideally within a charitable organisation.
- Understanding of risk management in an organisation and safeguarding.
- Strong understanding of HR best practice and experience in managing difficult HR issues.
- Knowledge of how to monitor and interpret financial documents, information and processes.

### **Desirable Experience:**

- Experience of leading a small to medium size charity with a similar focus, preferably with international operations.

- Board governance and financial management experience.
- Legal training or background.
- Media or advocacy experience, particularly in challenging contexts.

**To apply:**

Please complete the application form on our website and send as a word document to [applications@reprise.org.uk](mailto:applications@reprise.org.uk) by 23:59 BST on 04 August 2024. Please ensure the subject line "Your name- Interim Deputy Executive Director application" is used. Please also indicate where you saw the post advertised in your email.

Applicants should note that CVs, cover letters and other documents cannot be considered.