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## Job Description and Person Specification

<b>Job title:</b>	Deputy Director, Legal and Governance
<b>Reports to:</b>	Interim Chief Operating Officer
<b>Salary:</b>	£67,026 FTE (pro-rated to £53,621) plus up to 5% employee matched pension contributions
<b>Date call released:</b>	13 March 2025
<b>Deadline for applications:</b>	13 April 2025
<b>Start date:</b>	1 May 2025
<b>Duration:</b>	This is a 4 day per week, part-time permanent position

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### About Reprieve

Reprieve works with people whose circumstances have made them extremely vulnerable. 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.

Reprieve is an equal opportunity employer and we particularly welcome applicants from Black and minority ethnic communities, members of the LGBTQ+ 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](#). You can also [read more about our recruitment process](#).

## **About the Role**

The Deputy Director, Legal and Governance is responsible for providing independent, strategic and proactive legal advice to Reprieve and is a critical member of the Senior Management Team. This is an exciting and varied role in which no two days are the same. You will have the opportunity to interact with inspiring people throughout Reprieve as well as those outside of Reprieve who are integral partners in our work.

The Deputy Director, Legal and Governance will be a UK-based qualified solicitor or barrister, or have an equivalent qualification from another jurisdiction with sufficient experience working within the UK in a legal capacity either in private practice or in-house environment.

The Deputy Director, Legal and Governance will report to Reprieve's Board and its Risk Committee; and attend, observe and minute meetings of our Finance Committee and Nominations Committee. They will be expected to play a key role in any special ad-hoc committees established by the Board from time to time, for instance, in the event of a serious incident occurring.

All staff will feel confident to approach the Deputy Director, Legal and Governance with challenging legal questions that cut across Reprieve cases, fundraising and operations. Trustees will feel confident to entrust you to support the SMT in managing risks at Reprieve, and third parties such as suppliers and external counsel will feel comfortable liaising with you, even when the issues being discussed are complex and confidential.

Collaboration is at the heart of Reprieve's strategy. The Deputy Director, Legal and Governance will have a proven ability to think pragmatically and laterally, to provide sound judgement, to work and collaborate well with teams, and to communicate effectively. They will be wholly committed to the clients Reprieve serves and the issues that Reprieve seeks to address.

## **About You**

The ideal candidate will be thoughtful, organised, an excellent project and people manager, be adept at working with teams including internationally, have a consultative approach, understand the complex cultural contexts in which Reprieve operates, be flexible and have a desire to learn, for principles of diversity and inclusion, and an unwavering commitment to our vision. The ideal candidate will take the time to learn about Reprieve – understand the way it works, its culture, processes, and ethical

frameworks – so that they can develop the trust needed to advise on the legal issues that arise.

You will share our commitment to fighting against racism and advancing racial justice and understand our responsibility to do our work in a way that does not compound racist structures.

## **Responsibilities of this Role**

### **Your main duties will include:**

- Senior management team and management responsibilities
- Providing strategic legal oversight
- Providing general legal counsel
- Governance and company secretarial responsibilities
- Pro bono partnerships
- Training and development

### **Senior Management Team and Management Responsibilities**

Sitting within the Senior Management Team, the Deputy Director, Legal and Governance will:

- Join senior management team meetings and contribute to organisational strategy discussions
- Be an ambassador for Reprieve, including by speaking at events or other engagements
- Work to ensure that Reprieve's casework is sustainable and that Reprieve is meeting its charitable objectives at all times

### **Strategic Legal Oversight**

- Support the Executive Team to develop the annual Strategic Plan, ensuring that it furthers Reprieve's charitable objects
- Review all activities against Reprieve's Articles of Association on a regular basis, and advise the Executive and Board in the event that the Articles require future modification
- Track changes in the external environment that have strategic implications for Reprieve and provide clarity to the organisation on those implications and ways of addressing them

### **General Legal Counsel**

- Review and draft confidential legal documents and assist in negotiations on a range of legal issues
- Advise on a wide variety of legal contracts including supplier contracts, consultancy contracts, MoUs, grant agreements and sub-grant agreements
- Advise on a wide variety of casework issues including but not limited to client authorisations, consent, legal privilege, lobbying, political engagement and safeguarding
- Advise on employment law issues with the support of external legal counsel

- Oversee the ongoing registration and protection of Reprieve's intellectual property
- Ensure compliance with global sanctions regimes and provide proactive and timely advice
- Protect and enforce Reprieve's interests in a range of matters from lease negotiations to copyright infringement
- Manage conflicts of interest and oversee Reprieve's disclosure process and any further action required
- Keep all legal documents secure, filed and readily searchable
- Work with Reprieve's Development team and Joint Executive Directors to support fundraising efforts and grant applications

### **Governance and Company Secretarial**

- Ensure that the Board takes all necessary steps to operate in accordance with Reprieve's Articles of Association and charity law
- Alongside the relevant SMT member, facilitate the smooth running of the Board by preparing the papers in advance for all Board meetings, meeting with the Chair prior to each meeting, and attending and taking minutes of Board meetings
- Work with the Risk Committee of the Board in maintaining an organisational risk register and in implementing any mitigation actions identified on the register
- Oversee the assessment of risk at Reprieve, and consult with SMT to ensure all activities undertaken by Reprieve are consistent with the Board's risk appetite and the organisation's policies with respect to risk
- Work with SMT to manage serious incidents and assist the Board by overseeing any future investigations pursuant to Reprieve's policies and the law
- Lead on the preparation of the Annual Report, and its publication and circulation to key stakeholders
- Be directly responsible for Charity Commission and Companies House filings and communications
- Take the lead in engagement with other regulatory bodies
- Ensure all lawyers acting in a legal capacity at Reprieve renew their practising licences annually and are adequately insured
- Act as Reprieve's Data Protection Officer and ensure that Reprieve complies with relevant data protection legislation
- Take all necessary steps to ensure that Reprieve is compliant with applicable laws, policies, and standards

### **Pro-bono and Other Partnerships**

- Act as the coordination point with Reprieve's network of partner organisations, including Reprieve US
- Ensure all partnership arrangements protect Reprieve's legal rights and uphold the values and core policies of Reprieve
- Act as the coordination point for Reprieve's extensive network of external and pro-bono counsel

- Oversee the secondment programmes with various partner law firms and universities and ensure all legal documentation is reviewed, updated and stored securely
- Working with the Development Team, maximise opportunities for potential funding from pro bono partnerships
- Working with the Casework and Policy and Advocacy team, identify opportunities for pro bono and encourage relationships with pro bono law firms

### Training and development

- Review and update key legal policies on an on-going basis
- Provide regular training on legal issues to the organisation
- Attend speaking events and speak on behalf of Reprieve, particularly with respect to its pro bono programme

### Person Specification

CRITERIA	Essential	Desirable
A genuine interest in human rights and a commitment to Reprieve's goals	✓	
Right to work currently and for the duration of the contract in the UK	✓	
Brilliant organiser – of yourself and others	✓	
Excellent written and oral communication skills	✓	
Hold a current practising certificate in England and Wales; or the equivalent in a foreign jurisdiction with sufficient experience in a legal role in the UK (ideally 4 + years PQE although applicants with less will still be considered)	✓	
Experience working with charitable Boards of trustees or corporate Boards of Directors, and an understanding of corporate and charitable governance	✓	
Knowledge of charity laws of England and Wales	✓	
Demonstrably strong interpersonal and communication skills	✓	
Sound judgment and discretion with respect to highly confidential and sensitive information	✓	
Experience in managing relationships with third parties in the sector in which you have worked	✓	

Ability to consider legal and compliance advice and consult with teams to agree practical, ethical and pragmatic application	✓	
Ability to work harmoniously and creatively in a small team, and a willingness to muck in and help your colleagues during busy periods	✓	
Ability to work through complex issues quickly and calmly	✓	
Experience drafting organisational policies		✓
Management experience		✓
Experience of acting as a Company Secretary		✓
Data protection law knowledge		✓
Experience managing pro-bono relationships		✓
Experience working in a legal role in the charitable sector or for a non-governmental organisation or international organisation		✓
Experience engaging with foreign and/or domestic regulators		✓
Experience running training sessions / public speaking		✓
Experience working autonomously or with limited supervision		✓
Familiarity with employment law and human resources issues		✓
Experience working with a s501(3)(c) organisation		✓

## Key Contacts

Reporting to the Interim Chief Operating Officer, the Deputy Director, Legal and Governance will work closely with the Executive Director, Senior Management Team, Risk Committee and the Board of Reprieve. They also work closely with the operations team, wider organisation and partner organisations.

## Length and Salary

The role is a part-time (four days per week) permanent position with an annual salary of £53,620.80 FTE (pro-rated to £53,621 for a four-day week) 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 40% of their working hours 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.

Reprive 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. [Learn more about Reprive's salary structure and ethos.](#)

## How to Apply

[To apply, please download the application form and job description and then upload your completed application form](#) by 23:59 BST on 13 April 2025.

Please note that cover letters, CVs and other documents cannot be considered for this role and should not be submitted. We are also not able to accept applications via email.