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## APPLICATION FORM FOR HEAD OF PUBLIC AFFAIRS AND POLICY

To submit your application – please read the instructions at the end of this document.

Please note: Reprieve does not ask for some specific details (for example the university/school you attended) to promote a fair recruitment process. Please read all questions carefully, and only provide the information asked for.

|  |  |
| --- | --- |
| **Name:** |  |

## Employment or volunteering history – in chronological order with the most recent first.

|  |  |  |
| --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** |
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**HOW YOU FULFIL THE KEY CRITERIA**

**Please answer each section with no more than 100 words.**

**Please give examples on how you think you satisfy**

**each of the ESSENTIAL CRITERIA below in turn:**

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| * A genuine interest in human rights and a commitment to Reprieve’s goal |
|  |
| * Minimum of 5 years’ experience of line managing teams and significant project management experience |
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| * Significant experience developing and implementing strategies to influence public affairs and policy |
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| * Thorough understanding of the UK political system and a good network of political contacts in the UK |
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| * A track-record of engaging political decision makers around challenging issues |
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| * Experience of building strong and sustainable partnerships and managing internal and external stakeholder relations |
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| * Ability to work harmoniously and creatively in a small team, excellent collaboration skills, and a willingness to help your colleagues during busy periods |
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| * Proven ability to prioritise, produce exceptional work under pressure, and respond to multiple and competing demands on your time |
|  |

**DESIRABLE CRITERIA**

Please say if and how you meet any of the desirable criteria below (in no more than 300 words), giving examples where possible, including any transferable skills relevant to the post you are applying for.

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**If a qualification is required for a role, it is Reprieve’s policy to verify the qualifications of the successful applicant. You may be asked for your consent for these checks at a later stage in the process.**

## STATEMENT IN SUPPORT OF APPLICATION

Please provide any further, relevant information in support of your application (maximum 500 words)

***TO COMPLETE YOUR APPLICATION:***

[UPLOAD YOUR COMPLETED APPLICATION FORM](https://hr.breathehr.com/recruitment/vacancies/40274)

and

[COMPLETE THE PERSONAL DETAILS FORM](https://forms.office.com/Pages/ResponsePage.aspx?id=SiEYlqvcU0ai84T7gpZ5vmsOmcenVCxEqywN7VcKuF1UQlVRTTAwM0YySkNPMTdVOVVGRVVWV08yUS4u)

All applications must be received by 23:59 BST on 27 April 2025.

Please note that cover letters, CVs and other documents cannot be considered for this role and should not be submitted.