
Job Description and Person Specification

Job title:	Head of Public Affairs and Policy
Reports to:	Director of Policy and Advocacy
Salary:	£61,003, plus up to 5% employee matched pension contribution
Date call released:	1 April 2025
Deadline for applications:	27 April 2025
Start date:	ASAP
Duration and hours:	This is a full-time role, on a one-year fixed term contract, with the possibility to extend, subject to funding. The contract is based on a minimum of 37.5 hours per week. Our core working hours are 9.30am-5.30pm Monday to Friday. Due to the global and sometimes urgent nature of Reprieve's work, flexibility outside of, or in addition to, these hours will sometimes be required.

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.

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 Head of Public Affairs and Policy is responsible for overseeing Reprieve's political engagement and policy work; managing public affairs and policy focused staff; and steering forward advocacy and policy that advances Reprieve's strategic objectives on behalf of our clients in all the jurisdictions where we operate.

Reprieve's current policy goals in the UK include prohibiting intelligence sharing where there is a risk of torture or the death penalty, ensuring UK security assistance doesn't contribute to human rights violations, and ending the practice of citizenship stripping. The role involves close collaboration with Reprieve's regional and thematic casework teams to encourage states to restrict or end the use of the death penalty or involvement in other human rights abuses such as torture and arbitrary detention.

Reprieve's work encompasses a number of regions across the world, including the Middle East and North Africa, Sub-Saharan Africa, South Asia, South East Asia, and the United States. The policy team provides cross-cutting support to those teams and local experts to advocate for our clients, secure political representation for them, and advance strategic goals.

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 the Role

Working with the other Heads of, Directors, staff, and the public affairs and policy team, the Head of Public Affairs and Policy will fulfil the following responsibilities:

Strategy and planning

- Play a strategic role in identifying where Reprieve's vision and mission could be served by changes in policy, legislation, or regulation across each of the jurisdictions where Reprieve works
- Develop a solid understanding of the core political, legal, and policy issues relevant to Reprieve's cases and issue set, remain abreast of developments in these areas and identify where these present opportunities or challenges for Reprieve's work over the longer term

- Develop and implement political engagement and influencing strategies that support programmatic objectives across each of Reprieve's work areas and are in line with Reprieve's charitable objects.
- Lead yearly operational planning for the public affairs and policy team and input into planning for all of Reprieve's casework teams where relevant public affairs and policy matters arise
- Monitor and evaluate the effectiveness of Reprieve's public affairs policy work and incorporate learnings into future policy and political engagement initiatives.

Engagement with political decision makers

- Oversee Reprieve's relationships with political stakeholders including Government officials, legislators, and regulators, and ensure these relationships are maintained, developed, and appropriately logged
- Build alliances with politicians across the political spectrum to grow support for Reprieve's cases and policy positions, and identify potential new allies across the public, private and third sectors
- Draft, review and edit material for political engagement on Reprieve cases and issues, ensuring work product is of a quality and standard which do justice to our clients.

Management and cross-team working

- Coordinate the work of Reprieve's public affairs and policy team, line managing public affairs and policy focused staff, fellows or consultants, as appropriate
- Take responsibility for the public affairs and policy team's work and wellbeing, oversee team resourcing and capacity, and communicate with senior staff around team progress and needs. Ensure team are effectively supported and trained to professionally and sensitively on difficult issues
- Advise and support Reprieve's casework teams in identifying how political engagement may serve their strategic objectives, and provide specific guidance on how such engagement may be implemented
- Assist with the implementation of Reprieve's lobbying policy and help to ensure that any new streams of political engagement are fully compliant with this and in alignment with Reprieve's charitable objects
- Where appropriate, work with other civil society organisations in order to promote shared interests and aims and to represent Reprieve in discussions with external stakeholders around political strategy
- Alert the Senior Management Team to any risks arising from Reprieve's public affairs and policy work that may pose a threat Reprieve's reputation, the effectiveness of our work, or the security of our staff.

Research and policy development

- Oversee the public affairs and policy team's work to track relevant legislation in legislatures including the UK Parliament, and the European Parliament and coordinate with our sister organisation Reprieve US on tracking US political developments

- Oversee the public affairs and policy team’s work in monitoring relevant policy and political developments within Reprieve’s core work areas, disseminating this information to the relevant team members, and advising on possible responses
- Steer the public affairs and policy team in developing coherent positions on cross cutting issues that are relevant to Reprieve’s work, and in developing and advancing policy proposals that would serve Reprieve’s strategic objectives
- Provide advice from a policy perspective on long-term research projects and reports and ensure the findings and analysis of these contribute to Reprieve’s strategic policy objectives.

Other

- Undertake special projects from time to time, particularly where such projects have an overall organisational focus
- Manage the policy team budget and work with the finance and development teams to identify and plan for future resource needs
- Contribute to fundraising activities and other development needs.
- Be an ambassador for Reprieve by representing Reprieve at functions. This may include speaking engagements.

Person Specification

CRITERIA	Essential	Desirable
Right to work currently and for the duration of the contract in the UK	✓	
Substantial experience of line managing teams and significant project management experience	✓	
Significant experience developing and implementing strategies to influence public affairs and policy	✓	
Excellent written and oral communication skills with meticulous attention to detail	✓	
Thorough understanding of the UK political system and a good network of political contacts in the UK	✓	
A track-record of engaging political decision makers around challenging issues	✓	
Experience of building strong and sustainable partnerships and managing internal and external stakeholder relations	✓	
Demonstrably strong interpersonal and communication skills	✓	
Ability to work harmoniously and creatively in a small team, excellent collaboration skills, and a willingness to help your colleagues during busy periods	✓	

Proven ability to prioritise, produce exceptional work under pressure, and respond to multiple and competing demands on your time	✓	
Familiarity with the policy and political context relating to the death penalty or abuses in counterterrorism		✓
A UK legal qualification, qualification in another jurisdiction, or other substantial relevant legal experience		✓
Lived or significant working experience with communities impacted by the death penalty, the 'war on terror' or other human rights and criminal justice issues.		✓

Key Contacts

Reporting to the Director of Policy and Advocacy, the Head of Public Affairs and Policy will work closely with the SMT, Casework, Media, Development and Outreach and Campaigns teams.

Length and Salary

This is a full-time role, on a one-year fixed term contract, with the possibility to extend, subject to funding. The annual salary is £61,003 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.

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 non-financial benefits to employees. We welcome applications from a range of backgrounds. [Learn more about Reprieve'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 27 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.