

Job Description and Person Specification

Job title:	Legal Officer
Reports to:	UK Litigation Lead
Salary:	£42,193 plus up to 5% employee matched pension contribution
Date call released:	1 May 2025
Deadline for applications:	1 June 2025
Start date:	ASAP
Duration:	This is a full-time position on a one-year fixed-term contract, with the possibility to extend subject to funding, 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

Reprieve focuses on the following key areas: the death penalty; torture; arbitrary detention; and extra-judicial killings. Reprieve's UK Litigation team works alongside our media and policy teams to support regional casework teams to uncover and expose British complicity in these abuses. We use strategic litigation before the English and international Courts and Tribunals to hold government agencies and agents accountable for their role. Our work serves not only to help individuals obtain protection, justice and redress through legal mechanisms, but also to highlight and challenge the abusive practices carried out and supported by our government and to expose the absence or failings of safeguards to protect individuals from such abuses of state power.

The Legal Officer will work under guidance of the UK Litigation Lead and collaborate closely with casework teams to maintain and progress our existing portfolio of cases. The types of claims in our portfolio vary, but frequently include public and civil law claims, interventions before UK and European Courts, and actions before complaints bodies and tribunals. The Legal Officer will also contribute to the team's work of proactively seeking out opportunities to use litigation before the UK and international courts and tribunals to further the organisation's strategic objectives.

The Legal Officer will be an integral part of the UK Litigation team and will work closely with external legal teams to advance our cases and ensure coordination of legal actions in line with Reprieve's strategic goals. They will be responsible for administration and maintenance of casefiles and key case management documents and assume certain day-to-day file management responsibilities. They will feed into case strategy discussions and will support the team by conducting and overseeing legal and factual research, drafting documents for litigation and advocacy purposes, and producing and maintaining core internal documents and records. The Legal Officer will also help advance investigations on selected cases, coordinating record collection, feeding into investigation plans and supporting other investigative work.

In addition to working on UK legal cases, the role will encompass work on Reprieve's cross-cutting strategic United Nations engagement and international litigation. This will involve monitoring for relevant opportunities to shape international law and working on international legal submissions, particularly before international human rights complaints mechanisms and international tribunals.

There may also be opportunities to contribute to other areas of Reprieve's work.

The Legal Officer will be responsible for overseeing and line managing trainees seconded from partner law firms.

Applicants 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.

About You

You must have experience working in a UK legal role (as a qualified lawyer, caseworker or equivalent, although other relevant legal experience in the UK will be considered).

You will be a self-motivated legal practitioner with excellent attention to detail and a rigorous approach to all aspects of legal work. You will be passionate about Reprieve's work and excited to work as part of a team to bring cases to benefit those we assist, while also contributing to wider political and legal changes that will advance our organisational goals.

You will be confident, capable and organised, with experience of working under pressure and to tight deadlines on a varied and fast-moving caseload with limited supervision. You will be a strong team player, willing to take the initiative, proactively seeking creative solutions to challenges while seeking appropriate guidance and support. You will work to ensure coordination and cohesion within your team, while collaborating well with different teams working towards shared goals. You will have excellent inter-personal skills and be comfortable navigating sensitive communications and complex dynamics.

You will have an understanding of how the law can be used as a tool both to protect and achieve redress for those in the most vulnerable positions, and as part of a broader strategy to effect political change. You will be keen to learn new skills and willing to familiarise yourself with new areas of law and practice, embracing a creative approach to legal work while recognising the benefits of other campaigning tools and methods.

You will be confident producing high quality, judiciously researched and evidenced communications, draft submissions and documents under time pressure. You will be highly organised and take pride in completing administrative and supporting tasks to high standards, understanding how this furthers the team's substantive work. You will be comfortable in overseeing file administration and management. You will enjoy people management, as you will oversee seconded trainees on six-month placements.

Responsibilities of this Role

Your duties will include:

UK Litigation

- Management of a diverse and complex caseload under supervision, working alongside instructed counsel and solicitors to advance Reprieve's strategic goals through various ongoing cases before the UK Courts, Tribunals and

complaints mechanisms

- Maintenance of accurate and complete case files, including responsibility for filing, record keeping and dissemination of information as appropriate
- Day to day conduct, under supervision, of case files within a range of practice areas; recent examples have included civil litigation, public law, actions against the police, and information law. Tasks may include liaising with counsel and instructed solicitors, substantive and procedural legal research, acting as a contact point for clients and family members, drafting and reviewing statements and court documents, record collection, review and analysis, inter partes correspondence, file maintenance and management, coordination of legal actions and teams;
- Close and continual collaboration with Policy, Media and Mass Engagement teams as well as regional casework teams to provide legal support and identify and progress litigation opportunities
- Monitoring and dissemination of legal developments relevant to our areas of work
- Supervision and management of seconded trainees.

International law

- Drafting and reviewing international legal submissions, including before the European Court of Human Rights, International Criminal Court, and the United Nations
- Providing support with third party interventions before international and regional courts and tribunals
- Contributions to legal advisory and policy work as required.

Other

- Undertaking and contributing to other projects from time to time, particularly where such projects have an overall organisational focus.

Person Specification

CRITERIA	Essential	Desirable
A UK-based legal qualification	✓	
Previous litigation experience in the UK courts and tribunals, and ability to work across a range of practice areas	✓	
Excellent legal drafting skills and experience of legal drafting in a range of contexts including, for example, pre-action and inter partes correspondence, witness statements and pleadings. Ability to produce high quality and judiciously researched documents under time pressure	✓	
Knowledge and understanding of Reprieve's issue areas (i.e. the death penalty, torture, extrajudicial killings and unlawful detention in the context of "counterterrorism"/"national security", and the political and legal contexts in which Reprieve operates		✓

Experience managing diverse caseload, including under supervision	✓	
Excellent procedural and substantive legal research skills	✓	
Familiarity with principles of international human rights law		✓
Experience supervising or managing trainees / paralegals / caseworkers / junior lawyers / volunteers in legal work		✓
Excellent attention to detail and strong organisational skills, including a rigorous approach to record keeping and file maintenance, as well as excellent written and verbal communication skills	✓	
The ability to juggle multiple and competing tasks in a high-pressured environment, and to think clearly when under pressure, including in emotionally charged situations	✓	
Sound judgment and discretion with respect to highly confidential and sensitive information	✓	
Understanding of how to form effective working relationships with lawyers, experts and / or other professionals, agencies, and organisations, including how to work constructively and sensitively with individuals from different cultures and backgrounds	✓	
Experience of acting for those in positions of vulnerability and from diverse backgrounds	✓	
Ability to give clear and appropriate instructions and guidance to those under your supervision	✓	
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	✓	

Key Contacts

You will report to the UK Litigation Lead and will work closely with Reprieve's regional and thematic casework teams, as well as the cross-cutting Policy, Media and Mass Engagement teams. Seconded trainee solicitors from partner law firms will report to you. Externally, you will build relationships with prospective and instructed legal teams and local partners.

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 £42,193 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 XXX 2025. You also need to [complete a personal details form](#) in order for us to consider your application.

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.