
Job Description and Person Specification

Job title:	US Death Penalty Project Officer (Parental Leave Cover)
Reports to:	Head of US Death Penalty Projects
Salary:	£42,193, plus up to 5% employee matched pension contribution
Date call released:	21 May 2025
Deadline for applications:	15 June 2025
Start date:	ASAP
Duration:	This is a full-time position on a one-year fixed term contract, to cover parental leave, based on a minimum of 37.5 hours per week. Due to the global and sometimes urgent nature of Reprieve's work, flexibility on working 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 Project Officer will join the US Death Penalty Project at Reprieve, working on Reprieve's innovative Stop Lethal Injection Project operating at Reprieve's [Lethal Injection Information Center](#).

The Stop Lethal Injection Project engages in investigation and analysis, supports and advises private sector partners in the healthcare industry, and undertakes public education focused on preventing the misuse of medicines in lethal injection executions and on exposing the myth of the humane execution.

The US Death Penalty Project Officer role is UK based and will work closely and collaboratively with colleagues in Reprieve US.

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:

1. Monitor, investigate, and analyse the US death penalty landscape

- Use a range of investigative and research techniques to gather information on lethal injection protocols and other methods of execution in the US
- Draw on public sources and private networks to closely monitor state and national political developments which may impact our work
- Analyse legislation and case developments at the state and federal level that are relevant to our strategic priorities, and conduct research and write memoranda on issues relating to the various aspects of the work.

2. Support Reprieve's work with private sector partners in the pharmaceutical industry and wider healthcare sector

- Engage constructively with the healthcare industry, including with pharmaceutical manufacturers, distributors, insurance companies, investors, and other stakeholders such as trade associations and medical experts, around developments in the lethal injection landscape
- Monitor and respond to developments within the pharmaceutical industry relating to lethal injection execution drugs.

3. Maintain relationships with key stakeholders

- Engage with stakeholders including but not limited to: business representatives, healthcare professionals, attorneys, relevant experts, and partner organisations, and provide technical assistance and expert advice to these contacts.

4. Communicate the risks of misuse of medicines in executions to a wide range of audiences

- Prepare internal- and external-facing public education materials, advocacy briefings, formal correspondence, presentations, and other documents in service of our strategic objectives and policy work
- Provide local partners with educational materials, including Reprieve's key messages on core issues, including execution protocols, business and public health arguments around lethal injection, cost, execution secrecy, and alternative execution methods (e.g., by lethal gas)
- Communicate the risks of misuse of medicines in executions to a wide range of audiences and stakeholders
- Identify strategic opportunities to further Reprieve's mission, working closely with litigators in executing states, as well as with corporations and other interested stakeholders.

Person Specification

CRITERIA	Essential	Desirable
Right to work currently and for the duration of the contract in the UK	✓	
Knowledge of the US death penalty landscape and/or knowledge of legal and regulatory frameworks governing controlled substances and other drugs	✓	
Excellent written and oral communication skills	✓	
Highly organised with excellent attention to detail	✓	
Passion and curiosity for learning and for exploring new and diverse topics independently and in a small team	✓	
Ability to own, maintain, and develop stakeholder relationships	✓	
Proven ability to juggle multiple tasks and exercise good judgment in a high-pressured environment	✓	
Sound judgment and discretion with respect to highly confidential and sensitive information	✓	
Ability to work independently, be self-sufficient and work collaboratively as part of a small team with remote staff	✓	
Proficiency with MS Word, MS Excel, and MS Outlook	✓	
Prior research and/or investigation experience		✓
Prior capital defence and/or death penalty advocacy experience		✓

Interest in learning about relevant areas of science and public health related to lethal injection		✓
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Key Contacts

Reporting to the Head of US Death Penalty Projects, the Project Officer will work closely with the rest of the US Death Penalty team in Reprieve and Reprieve US, with the Deputy Director of Reprieve US, with the Policy and Advocacy Officer at Reprieve US, with the Senior Management Team (SMT), with the Media team, and with the Campaigns team.

The Project Officer will not manage other staff, though may be involved in project-based supervision of seasonal fellows.

Length and Salary

This is a full-time role on a 12-month fixed term contract to cover parental leave. 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 15 June 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.