
Job Description and Person Specification

Job title:	Middle East and North Africa (MENA) Caseworker - Parental leave cover
Reports to:	Head of Death Penalty Projects (MENA and South Asia)
Salary:	£42,193, plus up to 5% employee matched pension contribution
Date call released:	24 June 2025
Deadline for applications:	24 July 2025
Start date:	Early October
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 MENA Death Penalty Caseworker will undertake a range of activities in support of Reprieve's work on cases of individuals on death row or at risk of the death penalty across the MENA region, including casework and investigations into individual cases and the broader death penalty landscape, support to Reprieve clients, and support to partner organisations and lawyers in the MENA region and beyond.

The MENA Death Penalty Caseworker is an integral member of the MENA Team, and will work closely with the Media, Campaigns and Digital, and UK and US Policy teams, and the Directors and Deputy Directors.

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.

Background on MENA Death Penalty Work

Several countries in the MENA region consistently rank amongst the highest executing states in the world. Reprieve is one of few international organisations working on combatting the use of the death penalty in the region, working with partners primarily on Saudi Arabia, Bahrain and Egypt, and monitoring the use of the death penalty across the wider region.

The MENA team's work is diverse and constantly evolving to shape, respond to, and anticipate changes in the domestic and regional death penalty landscape. Our strategy in any given jurisdiction is developed in collaboration with – and informed by – our partners and fellows. Direct casework on strategic cases is core to our work in all regions, and includes legal, political and advocacy strategies as appropriate. We look in particular to find and develop cases and narratives which have the potential to change the landscape and benefit as many individuals or classes of individuals as possible. We also undertake and assist with longer term thematic projects and engage with regional and international mechanisms and organs where it is strategic to do so.

About You

You will be responsible for undertaking casework underpinning Reprieve's dynamic strategic approach in which each of Reprieve's methodologies—casework, investigation, litigation, political and public engagement, outreach and support for affected communities—connect with one another in pursuit of assisting clients and addressing structural rights violations.

You will bring demonstrable and substantial case management and advocacy experience to the caseworker role, with the skills necessary to address a complex portfolio of cases across several countries. You will be able to take on our existing cases and pursue casework and advocacy, while also being able to identify and investigate new cases that fall within the team's strategic plan. You possess excellent and established research and analysis skills, including the ability to read and synthesise Arabic-language court documents and charge sheets. You are able to plan and carry out in-depth investigations. You have the ability to succinctly and clearly convey findings to inform the wider team's ability to advance strategic goals. You can draft advocacy and briefing materials for a wide range of audiences, tailoring your writing style accordingly and with excellent attention to detail.

You are a person with a high level of cultural competency, with direct lived or working experience in the MENA region, ideally with experience of working with communities impacted by human rights violations in MENA. You will be able to demonstrate an understanding of how the death penalty is disproportionately applied to those from marginalised communities. You are able to monitor developments in the countries we work in and understand how it may impact our clients and /or wider strategy. You are able to recognise nuance and show good judgement in working with clients and stakeholders, including the ability to identify the risks they face.

You will be able to build and maintain relationships with our partners, ensuring rigorous collaboration and coordination on our joint work. You will have excellent multitasking and organisational skills that include the ability to coordinate the input of multiple colleagues across teams to meet deadlines.

You will be a hard worker with a strong commitment to the work and mission of Reprieve. You will be open to and enthusiastic about collaboration, and work well with the various teams at Reprieve. You will be rigorous and focused in your work, and you will put the client at the forefront of your activities.

Responsibilities of this role:

1. Case Management
2. Investigation
3. Political and legal advocacy:
4. Coordination with fellows and partners
5. Engaging with key stakeholders
6. Administrative support and team capacity development
7. Liaising with internal contacts from Development and Outreach, Campaigns and Digital

Your main duties will include:

Case Management

- Taking ownership over existing Reprieve cases, identifying and developing new cases
- Playing a key role in developing case strategy, including thinking creatively within local contexts for each case
- Organising team meetings and brainstorming, and recording and sharing any action points or notes arising from these;
- Taking primary responsibility for casefile management including creating and meticulously maintaining up-to-date casework databases and client chronologies
- Accurately and succinctly recording memos of meeting and calls with clients and other stakeholders, and action follow-up work that arises
- Ensuring all actions undertaken by the team are in compliance with Reprieve's legal obligations, working with the Deputy Director (Legal and Governance)
- Ensuring all actions are taken in compliance with Reprieve's obligations to clients and our policies on informed consent.

Investigation

- Conducting casework investigations into client cases and background to create an evidentiary base, including:
 - Factual investigation and research, including records requests
 - Interviews with clients, their families, lawyers and other stakeholders where possible, ongoing contact with strategic clients' family members where appropriate
 - Collecting and analysing court documents and charges sheets
- Building the evidentiary base for relevant thematic areas via data gathering and analysis, and monitoring of the context of human rights violations in the region.

Political and Legal Advocacy

- Supporting Reprieve's policy team to engage directly with politicians and decision-makers in the UK, US and other relevant jurisdictions to advocate on behalf of our clients and issues
- Develop and maintain Reprieve's relationships with allies in regional and international governments, legislative bodies, and international organisations
- Drafting persuasive briefings in support of political engagement, including international advocacy
- Identifying areas of strategic legal advocacy, both domestic and international, and carrying out legal research, and drafting legal documents and reports as part of this strategy
- Drafting and submitting submissions for international legal mechanisms and bodies
- Coordinating input from experts, pro bono lawyers and other supportive organisations and individuals.

Coordination with Fellows and Partners

- Maintaining excellent lines of communication with and between colleagues and partners and the wider team in London, seeking input and guidance on strategy and feeding this into team and broader organisational decision-making

- Support with weekly meetings and coordination with partners and ensure any actions are recorded, shared and implemented
- Working with contacts in other NGOs and other relevant interest groups to establish partnerships where it is deemed to be helpful to a case or project or for wider death penalty abolition related issue.

Engaging with key stakeholders

- Building up a contact list of experts both in the UK and overseas who can assist by providing assistance with issues of forensics, psychology, local practices, translation etc.
- Identifying potential new allies across the public, private and third sectors, and coordinate outreach to expand Reprieve's networks
- Organising conferences, training seminars and other events that further the team's strategic objectives.

Administrative support and team capacity development

- Ensuring that minutes are taken and that team work is tracked and coordinated
- Drafting reports of achievements, casework and public education initiatives for funders, and implementing systems for gathering the information required for such reports
- Providing instructions, guidance and feedback to secondees, fellows and consultants both in-house and those out of the office
- Supporting the colleagues and cross-team coordination by reporting on team meetings at general staff meetings where necessary.

Liaising with internal contacts from Development and Outreach, Campaigns and Digital

- Assisting Reprieve's Fundraising and Media teams to create digital campaign content that raises awareness and support for your and your team's work, including raising the profile of cases where such support will be beneficial to the case
- Assisting Reprieve's Development team to develop an understanding of your work and to generate content for funders that seeks support for your and your team's work
- Ensuring all actions are in line with Reprieve's policies on informed client consent.

Other

- Assisting with media work as necessary to promote the activities and aims of the team and specific casework to relevant audiences
- Undertaking special projects from time to time
- Contributing to fundraising activities or other development needs
- Being an ambassador for Reprieve by representing Reprieve at functions. This may include speaking engagements
- There may be the opportunity to supervise seasonal fellows who join the MENA team.

Person Specification

CRITERIA	Essential	Desirable
Right to work currently and for the duration of the contract in the UK	✓	
A genuine interest in human rights and a commitment to Reprieve's goals	✓	
Native or professional proficiency in Arabic	✓	
Knowledge and understanding of the political and human rights landscape in the Middle East and North Africa, including sensitivity to the various legal, socio-economic and political factors at play	✓	
Demonstrable and substantial casework experience, including advocacy and research experience	✓	
Excellent written and communication skills; experience preparing persuasive briefings and advocacy materials	✓	
Brilliant organiser with meticulous time and file management abilities	✓	
Demonstrably strong interpersonal and communication skills	✓	
Sound judgment and discretion with respect to highly confidential and sensitive information	✓	
A willingness to muck in and help your colleagues during busy periods, with a high degree of self-motivation	✓	
Creativity and energy in approaching a workload consisting of large long-term projects	✓	
Emotional resilience and experience working with vulnerable individuals, including victims of torture and trauma, in emotionally charged and stressful situations	✓	
Previous experience in the MENA region or demonstrable experience of having worked extensively with partners in the MENA region	✓	
Familiarity with international legal and policy matters relating to the death penalty in the context of both criminal and counterterrorism matters		✓
An interest in and aptitude for UK political and parliamentary engagement		✓
Experience working with UN mechanisms		✓
Experience with qualitative and/or quantitative data analysis		✓

Key Contacts

Reporting to the Head of Death Penalty Projects (Middle East and North Africa and South Asia), the Caseworker will work closely with the Policy, Media and Campaigns teams, the Deputy Directors, Directors, Reprieve US and others engaged by Reprieve; partner organisations and third-party service providers.

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 24 July 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.