
Job Description and Person Specification

Job title:	Director (Legal and Operations)
Reports to:	Chief Executive Officer
Salary:	£71,379 FTE plus up to 5% employee matched pension contributions
Date call released:	26 February 2026
Deadline for applications:	26 March 2026
Start date:	ASAP
Duration:	This is a full-time, permanent position. 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 is a leading international human rights organisation working to end the death penalty and abuses committed under the banner of national security. Founded in 1999, our mission remains critically relevant as governments worldwide increasingly adopt authoritarian tactics, expanding executive power at the expense of civil liberties.

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. We provide vital legal and investigative support to those facing execution and victims of rendition, torture, arbitrary detention, extrajudicial killing, and citizenship stripping. Our work spans multiple jurisdictions, challenging states' most egregious human rights violations through strategic litigation, investigations, and advocacy.

We support cases in courts worldwide while building the legal and political momentum necessary to consign these practices to history.

Based in London with Fellows and partners globally, Reprieve operates at the intersection of law, policy, and human rights, working alongside governments, senior legal practitioners, and civil society to advance systemic change.

We collaborate closely with our independent partner organisation Reprieve US.

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 here](#). [You can also read more about our recruitment process](#).

About the Role

This is an exciting opportunity to join Reprieve in a senior leadership position that brings together legal, compliance, governance, finance and operational oversight.

The Director (Legal and Operations) will play a central role in ensuring Reprieve runs effectively, is well-governed and has strong foundations for impact. As a member of the Senior Leadership Team, you will be a trusted advisor across the organisation providing expert guidance on organisational legal matters including employment law, compliance, sanctions, data protection, contracts, privilege, and managing relationships with key partners (you will not be responsible for strategic litigation relating to clients or day-to-day casework as these issues are handled by the casework teams).

You will also support the effective functioning of our Board, ensuring strong governance processes and compliance with our charitable and regulatory obligations. A key part of the role is skilled risk management - helping the organisation navigate complexity while enabling rather than constraining our work.

Reporting to the CEO, you will line manage the Head of Operations and Head of Finance, providing strategic direction and support to ensure these functions are operating as effectively as possible and that relevant information is able to be communicated appropriately and clearly to the Board.

This is a role that spans the technical and the operational, requiring someone who is comfortable working across different domains - from legal and compliance questions to organisational functioning, budgets and Board management. We're looking for someone with a sharp legal mind who understands NGO governance, has good judgment and an ability to work collaboratively and effectively with teams across the organisation.

As a small legal NGO, Reprieve punches above its weight, and this role is key to making that possible.

About You

You will be a UK-qualified solicitor or barrister (or hold an equivalent qualification from another jurisdiction with substantial UK experience) with significant post-qualification experience in a senior legal role, either in private practice or in-house. You will bring excellent legal judgment, deep understanding of charity governance, and a proven track record of managing complex legal and regulatory risk in mission-driven or politically sensitive environments. You will not need to be expert in all areas

of law that touch on the operations of the organisation but will need to be comfortable getting relevant advice where needed.

You will also understand finance and operations and have experience working across these functions, ideally in a charity or NGO context. You will have significant experience of line management and be comfortable providing strategic oversight and support to senior professionals, acting as a thought partner and sounding board.

The role requires someone who has excellent critical thinking skills, is extremely well organised, and brings substantial experience in people and project management. You will be adept at working collaboratively with teams, including internationally, and have the ability to bring clarity and direction to a range of matters that cut across the work of the organisation. As a member of the Senior Leadership Team, you will contribute to organisational strategy and decision-making, bringing both a legal/governance lens and an operational perspective to key discussions about Reprieve's direction and priorities.

You will understand or be willing to learn about the complex cultural and political contexts in which Reprieve operates, be flexible and curious, and take the time to learn about Reprieve's culture, processes, and ethical frameworks so that you can provide focused and helpful advice that enables us to work well and achieve impact.

Responsibilities of this Role

Senior Leadership & Strategic Direction

- Serve as a key member of the Senior Leadership Team, contributing to organisational strategy, planning, and decision-making
- Work with the CEO and Senior Leadership Team to ensure Reprieve is structured and staffed to operate at maximum effectiveness
- Support the CEO in developing the annual Strategic Plan, ensuring it furthers Reprieve's charitable objects
- Be an ambassador for Reprieve, including speaking at events and external engagements
- Foster team and organisational cohesion, ensuring Reprieve is a positive and energising place to work
- Work with teams to ensure core values and code of ethics are followed at all times

Legal Advice

- Provide expert legal advice on all organisational matters including employment law, contracts, data protection, sanctions compliance, privilege, and regulatory requirements
- Provide advice on casework-related legal and compliance issues as they arise, including client authorisations, consent, legal privilege, lobbying, political engagement, and safeguarding

- Review and draft confidential legal documents and assist in negotiations on a range of legal issues
- Advise on contracts including supplier agreements, consultancy contracts, MoUs, grant agreements, and sub-grant agreements
- Coordinate with external legal counsel and pro bono firms where appropriate to ensure Reprieve has access to specialist expertise
- Support fundraising efforts and grant applications where legal or governance input is needed
- Ensure compliance with global sanctions regimes and provide proactive, timely advice
- Oversee registration and protection of Reprieve's intellectual property
- Monitor changes in relevant legislation, advising on implications for Reprieve's work
- Manage conflicts of interest and oversee Reprieve's disclosure processes
- Act as Reprieve's Data Protection Officer and ensure compliance with data protection legislation
- Ensure all lawyers at Reprieve renew practicing licenses annually and are adequately insured

Governance & Company Secretarial

- Ensure the Board operates in accordance with Reprieve's Articles of Association and charity law
- Facilitate the smooth running of the Board, working with administrative support to prepare papers, meeting with the Chair, and attending/minuting Board meetings
- Lead on preparation of the Annual Report and its publication to key stakeholders
- Be directly responsible for Charity Commission and Companies House filings and communications
- Lead engagement with regulatory bodies
- Review all activities against Reprieve's Articles of Association regularly, advising on any required modifications
- Work with the Board's Risk Committee to maintain the organisational risk register and implement mitigation actions

Operations & Finance Oversight

- Line manage the Head of Operations and Head of Finance, providing strategic direction, performance management, and decision-making support
- Provide strategic oversight and direction to Operations and Finance functions, ensuring alignment with organisational goals
- Represent the Operations and Finance functions at Senior Leadership Team, Committee and Board level
- Work with the CEO to ensure annual organisational budgets and forecasts are robust and support the operational plan

- Support the Head of Finance to ensure timely management of annual accounts, budgets, and forecasts
- Provide guidance on projects aimed at improving Reprieve's infrastructure, taking a lead role where Senior Leadership Team involvement is required
- Ensure Reprieve is a safe place to work by actively promoting safety and security policies
- Together with the Head of Operations and seeking external advice where necessary, manage HR issues requiring Senior Leadership Team involvement where they arise

Risk Management

- Lead Reprieve's approach to organisational risk management, identifying, assessing, and advising on legal, operational, and reputational risks
- Work with the Senior Leadership Team to ensure appropriate risk mitigation strategies enable rather than constrain Reprieve's work
- Consult with the Senior Leadership Team to ensure all activities are consistent with the Board's risk appetite and organisational policies
- Lead on implementing the safeguarding policy, identifying areas for improvement and investigating any breaches
- Manage serious incidents and assist the Board in overseeing investigations pursuant to Reprieve's policies

Training & Development

- Provide regular training on legal issues to the organisation
- Review and update key legal policies on an ongoing basis

Person Specification

CRITERIA	Essential	Desirable
Right to work in the UK currently and for the duration of the contract	✓	
UK-qualified solicitor or barrister (or hold an equivalent qualification from another jurisdiction with substantial experience working in a legal capacity in the UK)	✓	
Significant post-qualification experience in a senior legal role, either in private practice or in-house	✓	
Genuine interest in human rights and a commitment to Reprieve's mission and values	✓	
Understanding of governance and proven experience supporting Boards of trustees or Directors, ideally including in the charity sector	✓	
Knowledge of charity law in England and Wales	✓	
Knowledge of data protection law	✓	

Familiarity with employment law and HR issues	✓	
Experience of line management, with ability to provide strategic oversight and support to senior professionals	✓	
Understanding of finance and operations, and experience working across these functions, ideally including in the charity sector	✓	
Excellent critical thinking skills and highly organised approach to work	✓	
Excellent written and oral communication skills	✓	
Sound judgment and discretion with respect to highly confidential and sensitive information	✓	
Ability to bring clarity and direction to matters that cut across the organisation	✓	
Ability to work collaboratively with teams, including internationally, and willingness to support colleagues during busy periods	✓	
Commitment to principles of diversity and inclusion, and to fighting against racism and advancing racial justice	✓	
Proven track record of managing complex legal and regulatory risk in mission-driven or politically sensitive environments		✓
Understanding of complex cultural and political contexts in which organisations like Reprieve operate		✓
Experience working in a legal role in the charitable sector, NGO, or international organisation		✓
Experience of Charity SORP and restricted funding		✓
Experience drafting organisational policies		✓
Experience engaging with domestic and/or foreign regulators		✓
Experience acting as Company Secretary or in a similar governance support role		✓

Key Contacts

Reporting to the Chief Executive Officer, the Director (Legal and Operations) will work closely with the Senior Management Team, Risk Committee and the Board of Reprieve. They will also work closely with the operations and finance teams, wider organisation and key partners.

Length and Salary

The role is a full-time (five days per week) permanent position with an annual salary of £71,379 per annum less any required deductions for income tax and national insurance.

This role is based in our London office. Reprieve operates a hybrid model, typically requiring staff to be in the office 40% of the week. For this role, we would be open to applications from remote candidates provided they can travel to London as required. For remote staff, we look for exceptional communicators with a proven track record of managing projects and people effectively across distributed teams. 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. We are a flexible employer and offer a range of nonfinancial 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 read the job description and submit a cover letter and CV addressing your interest in the role, and how you meet the criteria (both no more than 2 pages) [via the application form on our website](#) by 23:59 GMT on 26 March 2026. Please note that no other documents will be considered for this role and should not be submitted. We are also not able to accept applications via email.