
Job Description and Person Specification

Job title:	Strategic Litigation Team Manager
Reports to:	Head of Strategic Litigation
Salary:	£52,088 plus up to 5% employee matched pension contribution
Date call released:	20 May 2026
Deadline for applications:	15 May 2026
Start date:	ASAP
Duration:	This is a full-time, permanent position 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 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

Reprieve focuses on the following key areas: the death penalty; torture; rendition; arbitrary detention; and citizenship deprivation. The Strategic Litigation team uses the law as a tool to advance Reprieve's organisational objectives, with the ultimate aim of effecting broader systemic legal and political change in the areas in which we work. Our litigation serves not only to help individuals obtain protection and redress through legal mechanisms, but also to highlight and challenge the abusive practices carried out and supported by governments, and to expose the absence or failings of safeguards to protect individuals from such abuses of state power.

The Strategic Litigation Team Manager will work under the guidance of the Head of Strategic Litigation and collaborate closely with the casework, media, policy and mass engagement teams to progress our portfolio of cases and amplify the impact of our litigation.

The types of claims in our portfolio vary, but frequently include public and civil law claims, interventions before UK and regional/international courts, and actions before complaints bodies and tribunals. The Strategic Litigation Team Manager will also contribute to the team's work of proactively identifying new litigation opportunities to further the organisation's strategic objectives. In addition, the role will encompass work on Reprieve's strategic United Nations engagement and international litigation. This will involve monitoring for relevant opportunities to shape international law and working on submissions before international human rights mechanisms.

Under the guidance of the Head of Strategic Litigation, the Strategic Litigation Team Manager will have responsibility for project managing the progress of our portfolio of cases, including ensuring they are proceeding according to agreed timelines and supporting the Strategic Litigation team in their work on these cases. They will work closely with instructed legal teams and individual claimants and their families to advance cases and ensure coordination of legal actions. They will also help teams to advance investigations, including overseeing and offering guidance on record collection and other investigative techniques, feeding into investigation plans and supporting other investigative work.

About You

You must be a qualified UK lawyer, caseworker or equivalent, and have at least 5 years' relevant legal experience in the UK.

You are a confident and organised project manager, with an aptitude for overseeing the progress of complex legal claims, and working with a team to ensure legal work is delivered to schedule and meets required quality standards.

You are a self-motivated, capable lawyer with excellent attention to detail and a rigorous approach to all aspects of legal work. You will be highly organised and efficient, with experience of working under pressure and to tight deadlines on a varied and fast-moving caseload. Strong prioritisation skills and the ability to juggle multiple competing commitments will be key.

You are confident producing high quality, judiciously evidenced documents under time pressure. You will be comfortable having responsibility for file management and take pride in completing supporting tasks to high standards, understanding how this furthers the team's substantive work. You will be keen to learn new skills and willing to familiarise yourself with new areas of law, embracing a creative approach to legal work while recognising the benefits of other campaigning tools and methods.

You have experience of people management, having supervised or line managed junior colleagues previously. You will work to ensure coordination and cohesion within your team,

while collaborating effectively with other teams working towards shared goals. You will have excellent interpersonal skills and be comfortable navigating sensitive client interactions and complex relationship dynamics.

Responsibilities of this role:

Case management

- Day-to-day responsibility for progressing the Strategic Litigation team's portfolio of cases, including implementing and improving systems for case and project management.
- 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 various courts, tribunals and complaints mechanisms.
- Support the Head of Strategic Litigation to identify and capitalise on new litigation opportunities.
- Close and continual collaboration with Policy, Media and Mass Engagement teams as well as casework teams to identify litigation opportunities and jointly develop advocacy strategies to support litigation.
- Day-to-day management of the Strategic Litigation caseload, including public and civil law actions, actions against the police, complaints and information law claims. Tasks will include acting as a contact point for claimants and their families, liaising with counsel and instructed solicitors, legal research, locating and interviewing witnesses, drafting statements and legal submissions, record collection, review of legal and advocacy documents, file maintenance and management, and coordination of legal actions and teams.
- Hold and develop relationships with instructed legal teams, overseas counsel, experts, witnesses and other partners.
- Support the Head of Strategic Litigation to identify and assess new opportunities to use strategic litigation to advance organisational objectives.
- Maintenance of accurate and complete case files, including responsibility for filing, record keeping and dissemination of information as appropriate.

Team management

- Support the Head of Strategic Litigation with management of the team, including taking responsibility for line management and performance of staff.
- Maintain excellent communication within the team and ensure excellent cross-team coordination within Reprieve, as well as with external stakeholders.
- Support the Head of Strategic Litigation to implement the operational plan by proactively organising internal meetings and brainstorming, capturing action points, monitoring deliverables, and evaluating progress against the operational plan.

Other

- Conducting and/or managing investigations, including providing advice, guidance and support to teams on gathering, processing and recording evidence, as well as feeding into investigation plans.
- Contributions to legal advisory and policy work as required.
- Collaborate effectively with casework, policy, media and mass engagement teams to develop and implement public and private advocacy strategies to support litigation.
- Drafting or reviewing reports for funders.
- Acting as an ambassador for Reprieve at external events.

Person Specification

CRITERIA	Essential	Desirable
Current Right to Work in the UK	✓	
Qualified UK lawyer, caseworker or equivalent, with at least 5 years' relevant legal experience in the UK	✓	
Strong case/project management skills, and ability to oversee multiple complex and competing pieces of work through to completion under pressure and within agreed timeframes	✓	
A genuine interest in human rights and a commitment to Reprieve's goals	✓	
Previous litigation experience in the UK courts and tribunals and understanding of substantive and procedural principles of human rights and public law litigation	✓	
Excellent legal drafting skills and ability to produce high quality and judiciously evidenced documents under time pressure	✓	
Excellent procedural and substantive legal research skills	✓	
Experience managing trainees / paralegals /caseworkers / junior lawyers and ability to give clear and appropriate instructions and guidance to those under your supervision	✓	
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	✓	
Sound judgement and discretion with respect to highly confidential and sensitive information	✓	
Ability to form effective working relationships with lawyers, experts, other professionals and partners, 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	✓	
Knowledge and understanding of Reprieve's issue areas i.e. the death penalty, torture, rendition, arbitrary detention and citizenship deprivation in the context of "counter-terrorism" / "national security"		✓
Experience conducting and/or managing investigations, including by way of records collection, open source research, FOIAs etc.		✓
Familiarity with principles of international human rights law		✓
Familiarity with different funding options for litigation in UK courts		✓
Proven ability to think strategically and consider both legal and non-legal avenues to benefit those we assist and affect change on a wider level		✓

Key Contacts

You will report to the Head of Strategic Litigation and will work closely with Reprieve's casework teams, as well as the cross-cutting Policy, Media and Mass Engagement teams. You will line manage the Legal Officer. Externally, you will build relationships with prospective and instructed legal teams, overseas counsel and partners.

Length and Salary

This is a full-time role on a permanent contract. The annual salary is £52,088 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 3:1 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 2026.

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.