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**Fellowship Description and Person Specification**

<b>Job Title:</b>	Advocacy Postgraduate Fellow
<b>Reports to:</b>	Head of Public Affairs and Policy
<b>Salary:</b>	\$\$53,053 annually. This is being reviewed and is likely to increase. The successful candidate will secure a minimum of \$50,000 in institutional funding with the remainder provided by Reprieve US.
<b>Benefits:</b>	Health, dental, and vision insurance as well as vacation time of 25 days per year, plus federal holidays
<b>Deadline for applications:</b>	13 November 2023, with further applications accepted on a rolling basis until the role is filled
<b>Start Date:</b>	01 September 2024
<b>Duration:</b>	Applicants are expected to secure institutional funding for a minimum of one year

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**About Reprieve US:**

**Reprieve US is a registered 501(c)(3) assisting victims of extreme human rights abuses carried out by governments. We are made up of lawyers, investigators, and advocates helping people face detention without trial, execution and extra judicial execution. We are a small team but we are fearless in our fight for justice.**

We work closely with our sibling organization, Reprieve, a UK charity founded in 1999. Reprieve US uses strategic interventions to end the use of the death penalty globally and to end extreme human rights abuses carried out in the name of “counterterrorism” or “national security”.

**About postgraduate fellowships:**

For the past two decades, Reprieve and Reprieve US have used a fellowship model to support and work with human rights defenders and their organizations in some of the most challenging jurisdictions in the world – including Indonesia, Pakistan, Yemen, Malawi and the US. Reprieve US’ fellowship program gives fellows the opportunity to be directly involved in ground-breaking human rights work and to work with colleagues and experts around the world. The work of our fellows enables Reprieve US and partners to seize on strategic opportunities and develop projects that have the potential to transform the criminal justice landscape.

Reprieve US invites applicants for public interest fellowships beginning in 2024. This document relates to a fellowship offered with our Policy and Media Teams as an Advocacy Fellow. Applicants are invited to review descriptions for multiple roles, and may apply for more than one position if they meet the person description for each role. In this circumstance, applicants should submit a cover letter for each position.

Fellows will work from Washington DC, and should have the right to work in the US for the duration of their fellowship. We hope that fellows will have the opportunity to visit Reprieve UK's London office.

Our preference is that postgraduate fellowship awards are transferred to Reprieve for disbursement to fellows, who will join us as staff members. If an awarding body has a policy requiring direct payment to the fellow we are happy to consider this arrangement on a case by case basis. Reprieve has an open and transparent salary structure, governed by a principle that the highest-paid member of staff is paid no more than double the lowest-paid member of staff. Our postgraduate fellow salary is fixed at \$53,093. If fellowship funding falls between \$50,000 and \$53,093 we will top up the amount to meet our fixed salary.

Reprieve US offers staff a broad range of benefits including a generous annual leave allowance of 25 days plus federal holidays and their birthday off. We also provide healthcare and dental to fellows who join us as staff members.

### **Advocacy Fellowships**

Advocacy fellows at Reprieve US work across our Policy and Media teams. The Policy Team seeks to support the Casework teams in engaging with members of legislatures in the UK, US, and elsewhere, and in helping research, develop, and advocate for changes in government policies that impact our cases, in line with our policies.

The Media team collaborates with the Casework, Policy and Campaigns teams to develop and place stories in traditional and social media that help our clients, seed our messages and serve our strategic goals. This includes reactive work responding to events and opportunities, plus longer term proactive work, building stories that combine investigation, political advocacy, and client and family testimony.

Reprieve's current legal and policy goals include strengthening systems for avoiding complicity in overseas human rights abuses and achieving accountability for them; encouraging states to implement policies which restrict or end the death penalty or involvement in other human rights abuses such as torture; advocating for an end to extrajudicial executions; fighting unlawful detention; and calling for an end to security assistance that risks contributing to human rights abuses.

### **Advocacy Postgraduate Fellow- Responsibilities**

Fellows can expect to:

- Conduct legal and/or factual research and analysis and develop theories to support advocacy and media strategies;
- Draft memoranda and briefings;
- Participate in casework and office meetings and prepare summaries for these;
- Draft and edit public education and non-litigation advocacy materials;

- Assist with pitches to the media and drafting quotes
- Draft social media posts and put through sign-off
- Provide support to Reprieve US and other Reprieve partners;
- Assist with administration: filing, taking minutes and so on; and
- Attend conferences and external meetings as needed, and be an ambassador for Reprieve US and its partner organizations.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications that may be required. It does not represent a contract of employment. Reprieve US reserves the right to change the job description and/or posting at any time without advance notice.

### Person Specification

Applicants should demonstrate the skills and experience below:

Criteria	Essential	Desirable
The right to work in the US for the duration of the fellowship	✓	
Excellent research and writing skills	✓	
Excellent interpersonal skills and judgement	✓	
Comfort and confidence in working efficiently with limited supervision	✓	
Analytical and investigative skills	✓	
Excellent written and oral communication skills	✓	
Ability to work at a fast pace and respond to multiple and competing demands on your time	✓	
Understanding of and interest in the role of media in advancing Reprieve’s legal and policy goals	✓	
Interest in and aptitude for political engagement	✓	
A commitment to the mission of Reprieve US	✓	
Knowledge of international legal and policy matters relating to human rights particularly the death penalty or abuses in counter terrorism		✓

### How to apply

Please submit a letter of interest of no more than 2 pages detailing your experience and motivations in applying for the Advocacy postgraduate fellowship position, and a resumé. Please ensure your letter of interest details how you meet the criteria above and includes details of your proposed funding source, the funding amount, and funding application deadlines.

Your resumé should include a contact number and your address. Please send documents in PDF format to [applications@reprieve.org.uk](mailto:applications@reprieve.org.uk) with “Advocacy postgraduate fellowship- your name” as the subject line.



Please note that Reprieve US has a Safeguarding Policy. We will ask candidates prior to making an offer if there are any issues that may impact their ability to effectively carry out this role

Once applications are submitted they will be assessed by our fellowships panel. Applicants are invited to attend two round of online interviews before an offer for a postgraduate fellowship is made. Offers are dependent on successful applications for funding. If an offer is made and accepted we will work with the prospective fellow on their funding applications.