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### **Fellowship Description and Person Specification**

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| <b>Job Title:</b>                 | US Death Penalty Team Postgraduate Fellow   |
| <b>Reports to:</b>                | US Death Penalty Project Manager  |
| <b>Salary:</b>                    | \$53,053 annually. This is being reviewed and is likely to increase.<br>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 US Death Penalty Team. Applicants are invited to review descriptions for multiple fellowships, and may apply for more than one position if they meet the person description for each one. 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.

### **The US Death Penalty team**

This postgraduate role offers a unique opportunity to work against the death penalty in the US through multiple avenues (such as private sector engagement, public advocacy, and legal work), assisting both large-scale projects designed to systemically halt the death penalty at the structural level, while also supporting strategic engagement and intervention on individual cases.

A significant portion of the US Death Penalty Project's work consists of a ground-breaking initiative working alongside doctors, drug makers and other stakeholders to prevent the misuse of medicines in executions, which has contributed to the long-term decline in capital punishment in the US (read more here: <https://lethalinjectioninfo.org/>). The US Death Penalty Team drives forward this work through public education, advocacy, and strategic legal work aimed at exposing the myth of the humane execution and highlighting the negative consequences of lethal injection and secrecy for business, public health, and taxpayers.

### **US Death Penalty team Postgraduate Fellow- Responsibilities**

Fellows can expect to:

- Conduct legal and/or factual research and analysis to develop theories and opportunities to support new litigation projects, policy engagement and advocacy strategies;
- Use a range of investigative and research techniques to gather information on lethal injection protocols and methods of execution in the United States;
- Draw on public sources and private networks to closely monitor state and national political developments which may impact our work;
- Monitor and respond to developments within the pharmaceutical industry relating to lethal injection execution drugs

- Participate in and prepare for external meetings with stakeholders including but not limited to: capital litigators, legal networks, death penalty advocates, healthcare companies and professionals, medical associations, investors, trade associations, business representatives, pharmacies.
- Draft and edit public education and non-litigation advocacy materials;
- Assist with administration for casework: filing, taking minutes and so on;
- Participate in casework and office meetings and prepare summaries for these; and
- Act as an ambassador for the team and for Reprieve US, attending in-person meetings where appropriate.

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 live and 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                            | ✓         |           |
| Juris Doctor (J.D.) degree  | ✓         |           |
| Demonstrated skills in legal analysis, research and investigation                                 | ✓         |           |
| Ability to think creatively and problem-solve using both litigation and non-litigation strategies | ✓         |           |
| A commitment to the mission of Reprieve US  | ✓         |           |
| Knowledge of US capital punishment landscape, government and politics                             |           | ✓         |

**How to apply**

Please submit a letter of interest of no more than 2 pages detailing your experience and motivations in applying for the US Death Penalty team 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 “US Death Penalty team 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 rounds 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.