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

<b>Job Title:</b>	Advocacy and Research Postgraduate Fellow
<b>Reports to:</b>	Head of Public Affairs and Policy
<b>Salary:</b>	\$56,278 annually. 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>	Applications will be accepted on a rolling basis until the position is filled
<b>Start Date:</b>	01 September 2025
<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 a public interest fellowship with our Policy and Media teams beginning in 2025.

Fellows will work from Washington DC, and should have the right to work in the US at the time of application and 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 \$56,278. If fellowship funding falls between \$50,000 and \$56,278 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 Policy and Media teams**

Advocacy and Research Fellows at Reprieve US work across our Policy and Media teams, supporting our political and media engagement through joining stakeholder meetings, research and investigations, and drafting briefings and memos. Fellows will have the opportunity to develop skills in managing relationships with stakeholders, analysing legislation and policy, and drafting messages for a variety of audiences.

The Policy Team supports the Casework teams by engaging with members of legislatures in the UK, US, and elsewhere to raise the cases of Reprieve's clients, and by researching, developing, and advocating for changes in government policies that impact our cases. 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 preventing complicity in severe human rights abuses overseas; pushing governments to come clean about involvement in these abuses and achieving accountability for victims; encouraging states to implement policies which restrict or end the death penalty; 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 and Research Postgraduate Fellow- Responsibilities**

Fellows can expect to:

- Conduct legal and factual research and analysis and develop theories to support advocacy and media strategies;
- Draft freedom of information requests and parliamentary questions and conduct open source investigations to uncover information relevant to our policy and media work;
- Draft memoranda and briefings for media and political audiences;
- Participate in casework and office meetings and prepare summaries for these;
- Draft and edit public education and non-litigation advocacy materials for use with political audiences;
- Provide support to Reprieve US and other Reprieve partners;
- Assist with administration: filing, taking minutes and so on; and

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	✓	
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	✓	
A commitment to the mission of Reprieve US	✓	
Understanding of and interest in the role of media and political engagement in advancing Reprieve’s legal and policy goals		✓
Knowledge of international legal and policy matters relating to human rights particularly the death penalty or abuses in counter terrorism		✓
Experience with open source investigation techniques, freedom of information requests, or other relevant research tools		✓

**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 and Research 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 and Research 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.