

## Legal Officer – Job Description

### About The Death Penalty Project

The Death Penalty Project (DPP) is a legal action charity based in London. Our main **purpose** is to promote and protect the human rights of those facing the death penalty in all jurisdictions, with particular reference to those countries which retain the Judicial Committee of the Privy Council in London as their final Court of Appeal and other Commonwealth countries (Caribbean, Africa and Asia).

Our main activities include:-

1. **Litigation** – broadly, these involve seeking legal restrictions and securing lawful alternative sentences to the death penalty; challenging serious miscarriages of justice; protecting vulnerable individuals; and, supporting foreign nationals charged under unfamiliar regimes.
2. **Capacity building** - enhancing expertise of mental health (forensic experts) and legal professionals (members of the judiciary, defence lawyers and prosecutors) in local jurisdictions on issues relating to the death penalty through training activities and provision of resource material.
3. **Publications and research** – commissioning and producing original studies to raise awareness of criminal justice and human rights issues relating to the death penalty.
4. **Consultation and dialogue** – providing expert advice and information to governments and key stakeholders to promote better-informed debates.

### Job Description

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| <b>Position:</b>             | Legal Officer  |
| <b>Position reports to:</b>  | Executive Directors  |
| <b>Duration of contract:</b> | Permanent, subject to 3 months probationary period   |
| <b>Hours:</b>                | Full time<br>9:30am to 5:30pm (one hour for lunch). Flexibility will be required. The legal officer will have to attend some evening meetings and on occasions work on the weekends. |
| <b>Salary:</b>               | £25,000  |
| <b>Holiday entitlement:</b>  | 20 days plus UK bank holidays  |
| <b>Pension:</b>              | 4.5%   |
| <b>Location:</b>             | Central London   |
| <b>Start date:</b>           | Immediate  |

### **Key responsibilities**

- Litigation and casework support: assist the Executive Directors on applications to the Judicial Committee of the Privy Council, challenges before domestic and international tribunals
- Undertake research on criminal, constitutional and international human rights law
- Handle requests for support and advice from individual prisoners and preparing case assessments
- Where appropriate, liaise with family members of individuals who have been detained
- Ensure efficient financial administration of cases, including billing and handling of client monies
- Contribute to the communications and fundraising work of The Death Penalty Project advocacy work

### **Experience and Qualifications**

- Qualified solicitor in England and Wales, 1-2 years PQE
- Experience of criminal/public law preferable
- Knowledge and understanding of international human rights law and mechanisms preferable
- Flexible approach to managing and prioritising a high work load and multiple tasks with tight deadlines
- Excellent written and verbal communication skills
- Ability to work in a self-servicing environment and working in a small team
- Commitment to and understanding of The Death Penalty Project's broad objectives
- Permission to live and work in the UK

**To apply** please send your completed CV and covering letter to [recruitment@deathpenaltyproject.org](mailto:recruitment@deathpenaltyproject.org). **Closing date:** 5pm, 3<sup>rd</sup> February 2018. Interviews will be held in early-mid February.

**The Death Penalty Project is committed to equal opportunities**