

## Paralegal – 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

<b>Position:</b>	Paralegal
<b>Position reports to:</b>	Legal Officer and Executive Directors
<b>Duration of contract:</b>	Permanent, subject to 3 months probationary period
<b>Hours:</b>	Full time 9:30am to 5:30pm (one hour for lunch). Flexibility will be required. The caseworker will have to attend some evening meetings and on occasions work on the weekends.
<b>Salary:</b>	£25,000
<b>Holiday entitlement:</b>	25 days plus UK bank holidays
<b>Pension:</b>	5%
<b>Location:</b>	Central London
<b>Start date:</b>	1 <sup>st</sup> June 2018

### **Key responsibilities**

- Litigation and casework support: assist the Executive Directors and Legal Officer on applications to the Judicial Committee of the Privy Council, as well as challenges before domestic and international tribunals
- Handle requests for support and advice from individual prisoners and preparing case assessments
- Where appropriate, liaise with clients who have been detained

### **Experience and Qualifications**

- Excellent academic background, with law degree required
- Experience of criminal/public law preferable
- Highly organised and meticulous and ability 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
- 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, 22<sup>nd</sup> April 2018. Interviews will be held at the end of April.

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