



## Legal Officer – Job Description

### About The Death Penalty Project

The Death Penalty Project (DPP) is a non-profit organisation based at the London law firm Simons Muirhead Burton LLP. 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, this involves 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>	Legal Officer
<b>Position reports to:</b>	Executive Directors
<b>Duration of contract:</b>	Permanent, subject to 3 months probationary period
<b>Salary:</b>	£30,000 – £40,000 p.a. (depending on experience)
<b>Hours:</b>	Full-time. 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>Holiday entitlement:</b>	25 days plus UK bank holidays
<b>Pension:</b>	5% employer contribution
<b>Location:</b>	Central London (home-working where necessary due to government guidelines relating to COVID-19)
<b>Start date:</b>	Immediate

### **Key responsibilities**

- Litigation and casework support: assist the Executive Directors on applications and appeals to the Judicial Committee of the Privy Council, as well as challenges before domestic and international tribunals. This encompasses a broad range of tasks including but not limited to preparing instructions and papers for Counsel and experts; liaising with local lawyers, the court and other legal representatives; preparing documents for filing; attending hearings; drafting correspondence and other documents; general file maintenance and administration.
- Undertake research on criminal, constitutional and international human rights law
- Handle requests for support and advice from clients and preparing case assessments Where appropriate, liaise with family members of individuals who have been detained/sentenced
- Contribute to the communications of The Death Penalty Project advocacy work

### **Experience and Qualifications**

- Qualified solicitor in England and Wales and/or other jurisdictions
- 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 workload and multiple tasks with tight deadlines
- Excellent written and verbal communication skills
- Ability to work in a self-servicing environment and 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). Please include your earliest start date in the covering letter. Applications will be considered on a rolling basis until the position is filled. Only shortlisted candidates will be contacted and invited to an interview.

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