

## Becoming a Reprieve Volunteer in the UK

(There are currently no vacancies for volunteers in the London office. If you are interested in carrying out research away from the office please e-mail us your CV stating your availability and we will be in touch when some suitable work arises. All future vacancies will be posted on our website so please check back regularly.)

The Reprieve UK Volunteer Programme hosts volunteers who work in the Reprieve London office. If you are interested in working with Reprieve, but are not able to commit to 3-6 months volunteering in the U.S. , or have a particular interest in Reprieve's Guantanamo Bay work, you may wish to consider volunteering for Reprieve in London.

### Types of Work

The work of Reprieve Volunteers in the London office can be extremely varied depending upon the needs of the office at the particular time. The abilities, skills and willingness of the volunteer combined with the work planned for the office largely dictate which tasks volunteers will perform.

Some of the common tasks include:

- Summarising transcripts of capital cases;
- Writing and editing our newsletter;
- Undertaking research into the legal systems under which UK nationals face execution;
- Helping put on theatrical productions, conferences or media events;
- Assisting with our website;
- Assistance with book keeping; and
- Providing general administrative assistance, with filing, photocopying and envelope stuffing.
- Investigation including document gathering and witness interviews on cases where the defendant has a connection with the UK

### Person Specification

Due to space and supervision restraints, Reprieve can only host volunteers who are able to commit to at least three days of volunteer work per week, for a minimum of three months.

Applicants will be considered against the following criteria:

- A strong commitment to the abolition of the death penalty
- Maturity and independence
- Initiative and demonstrated ability to work without supervision
- Proven ability to work well with in a team
- Interpersonal skills
- Organisational skills

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### How to Apply

To apply, please fill in the application form attached. You should email us your completed application form, and also send us a paper copy.

Applications are considered on a rolling basis when space and / or assignments in the London office become available. Work can be conducted at the office or off-site depending on the nature of the assignment. Applications will be judged on match of skills and ability of the applicant to the work to be performed. All the information given by each applicant in his or her application form will be considered. Unfortunately, we are not able to offer everyone an interview, and as a result, some applications will be considered unsuccessful without progressing to the interview stage, or may simply be put on hold until such time as work or space become available.

If you reach the interview stage, you will then be interviewed in London at a mutually convenient time.

### Terms of Reprieve Volunteer Placement in London

If selected as a Reprieve Volunteer to work in London, you agree to the following:

- You will sign and abide by confidentiality agreements presented to you
- You will sign and abide by Reprieve volunteer media policy in respect of any public statements concerning the programme or your work
- You will follow the lawful directions of the Reprieve Volunteer Co-ordinator and your casework supervisors in the course of your work
- You will write a report on your experience when you finish volunteering, or after the first 6 months, whichever comes first.
- You acknowledge and agree that your relationship with Reprieve shall be solely and exclusively that of a volunteer and not an employee. You may not bind, obligate or represent Reprieve without any prior written consent. You acknowledge that you are not eligible for, and shall not participate in, any employee pension, health or fringe benefit plan which is or may be provided by Reprieve.
- You acknowledge that Reprieve assumes no responsibility for any injury, accident, illness loss of personal property, debts or other contingencies which may befall you or your dependents directly or indirectly, during the course of or as a result of her volunteer work for Reprieve. You waive all claims that you may have against Reprieve arising out of your work as a volunteer. In particular you accept and recognise that Reprieve has no control and little advanced knowledge of any risks that you may face, and you accept that you shall be responsible for the assessment of such risks and the appropriate measures to be taken to reduce or remove them.

Reprieve receive a large amount of volunteer applications and it is not always possible to reply to each one. If you do not hear from us, please assume that there is currently no room for volunteers in the office or no projects for out-of-office volunteers. We will however keep your application on file and contact you should a vacancy arise.