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www.deathpenaltyproject.org



## Project Manager - Job Description

### About us:

[The Death Penalty Project](#) (DPP) is a legal action NGO with special consultative status before the United Nations Economic and Social Council. We provide free representation to people facing the death penalty worldwide, with a focus on the Commonwealth. We use the law to protect those facing execution and promote fair criminal justice systems, where the rights of all people are respected.

We believe the death penalty is a cruel and inhuman punishment that discriminates against the poorest and most disadvantaged members of society. We want to see it consigned to history.

### What we do:

We **represent** and assist those facing the death penalty and other cruel punishments, free of charge.

We **deliver** targeted and practical capacity building to judges, lawyers, mental health professionals, and others working within the criminal justice system.

We **commission** original research and publish training resources that challenge misconceptions and deepen understanding around the death penalty.

We **engage** with governments, policymakers, and other key stakeholders in a constructive dialogue on how abolition of the death penalty can be achieved.

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|------------------------------|---|
| <b>Position:</b>             | Project Manager   |
| <b>Position reports to:</b>  | Deputy Director   |
| <b>Duration of contract:</b> | Permanent, subject to a three-month probationary period   |
| <b>Hours:</b>                | Full time - 35 hours per week.<br>Normal office hours are 9:30am to 5:30pm (with one hour for lunch), but flexibility will be required.<br>DPP are open to flexible / part-time working requests. |
| <b>Salary:</b>               | £40k - £50k per year, subject to experience   |
| <b>Holiday entitlement:</b>  | 25 days plus UK bank holidays   |
| <b>Pension:</b>              | 5%  |
| <b>Location:</b>             | Combination of work from home and office days in Central London   |
| <b>Start date:</b>           | Immediate   |

### Key responsibilities:

- Manage the coordination of ongoing project activities, including the commissioning and publishing of research, training and capacity building plans, and advocacy and engagement efforts.

- Manage donor-funded grants, to ensure agreed objectives and deadlines are met.
- Produce high-quality narrative reports to funders in line with donor requirements, and coordinate with the Deputy Director for the development of accurate donor financial reports.
- Produce and maintain up-to-date project documents and tools, such as project delivery workplans and country information sheets.
- Draft other documents as required, such as briefing notes, memoranda and/or letters for advocacy and engagement efforts.
- Develop and maintain DPP's monitoring and evaluation system, effectively tracking progress against organisational and project indicators, and developing and implementing project monitoring and evaluation tools.
- Maintain active relationships with project partners involved in research, capacity building and/or engagement activities, as well as manage any contracts for services that may be required for the delivery of projects, such as audits or evaluations.
- Identify, manage and / or escalate any risks or issues that may arise in relation to effective and timely project delivery (including reputational, operational, financial, or other risks).
- Keep up to date on relevant political developments in our priority geographies and brief other members of the team as needed.
- Proactively develop ideas for project activities that advance DPP's mission and strategy in our priority geographies.
- Work closely with Communications colleagues to develop and feature impact data and stories that highlight our research, capacity building, and advocacy work on DPP's website and social media.
- Contribute to the drafting of concept notes, project proposals or other funding applications, where needed.
- Provide line management and support to project interns and volunteers, when applicable.

### **Knowledge, skills and experience**

#### *Essential:*

- At least five years of relevant experience in the non-profit and / or human rights sector
- Excellent written and verbal communication skills, including a strong track record of producing high quality donor reports and/or briefing documents
- Experience managing logframes and/or other monitoring and evaluation frameworks
- Experience managing EU and/or FCDO-funded projects, or similar
- A self-starter that enjoys working in a small team, with rapidly changing priorities and deadlines, and with a range of responsibilities
- A strong interest in human rights issues related to The Death Penalty Project's work
- Permission to live and work in the UK

#### *Desirable:*

- Knowledge and understanding of international human rights law and related issues, or strong desire to learn
- Knowledge of the UN system, for example the workings of the Human Rights Council

**To apply** please send your completed CV and a cover letter with the reference 'Application – Project Manager' to [recruitment@deathpenaltyproject.org](mailto:recruitment@deathpenaltyproject.org). Only shortlisted candidates will be contacted.

**Closing date:** 10 May 2024. Applications will be reviewed on a rolling basis.