



REYNOLDS FELLOW

Summary

<i>Job title</i>	Reynolds Fellow
<i>Initiative</i>	Justice for Journalists + Justice in the AI Age
<i>Organisation</i>	Clooney Foundation for Justice
<i>Contract Type</i>	Full-time, Fixed Term (1-year)
<i>Reporting to</i>	TrialWatch Programme and Partnerships Manager and Institute Co-Founders
<i>Location</i>	Hybrid: with in-person days in Oxford
<i>Application Deadline</i>	This vacancy will close once a sufficient number of applications has been received, so early application is encouraged.
<i>Additional Information</i>	This role is funded through the partnership between The Reynolds Foundation and the Clooney Foundation for Justice

Overview of the role

The Oxford Institute of Technology and Justice (OITJ) is seeking to recruit a Reynolds Fellow to work at the intersection of TrialWatch — part of the Clooney Foundation for Justice's Justice for Journalists initiative, which seeks to be in every courtroom where a journalist is being prosecuted for their work — and OITJ's work on AI and access to justice. TrialWatch defends the rights of journalists who speak truth to power and challenges those who prosecute and imprison them for their work; OITJ harnesses AI to expand access to justice for journalists by enabling access to trusted legal information and connecting journalists to qualified and vetted pro bono lawyers where they need them.

The Reynolds Fellow will support TrialWatch's mission to defend journalists prosecuted for their work, while helping to develop, test and evaluate technological tools that strengthen the legal infrastructure available to journalists and human rights defenders at risk. They will plan, coordinate and deliver programme milestones, assess impact, conduct scoping research, engage with prospective and current partners, and monitor risk and budgets with the TrialWatch Programme and Partnerships Manager. They will also support the broader goals of the Institute in scaling access to justice through technology, including through programmes and projects that work with other emerging tech for justice organisations.

The Fellow will act as an operational lead for specific work-streams and liaising directly with internal and external partners. They will be based at CFJ working in close collaboration with the Blavatnik School of Government at the University of Oxford. This is an excellent



opportunity for an experienced programme or project professional or a legal practitioner with an interest in human rights, press freedom, and legal technology to contribute to a fast-growing, globally-facing programme.

Enquiries about the position may be addressed to mh@cfj.org.

Responsibilities

- Scope, plan and manage delivery of a defined portfolio of TrialWatch and OITJ programme activity, ensuring key milestones are met within agreed timelines and to organisation standards
- Provide direction to student volunteers, interns and partner clinic teams engaged in trial monitoring and report drafting, allocating tasks and ensuring consistent quality of outputs
- Act as an operational contact for TrialWatch and OITJ partners — including Microsoft's AI for Good Lab, partner human rights clinics such as Columbia Law School's Human Rights Clinic, and other technology, legal and philanthropic partners — building and maintaining effective working relationships
- Organise and plan TrialWatch and OITJ events, convenings and hackathons, coordinating logistics, partners and speakers to ensure successful delivery
- Monitor programme milestones and progress against plan, identifying risks, scope changes or delivery issues, and implementing corrective action or escalating as required
- Contribute to the development, testing and evaluation of AI-powered tools that provide legal information to journalists at risk and connect them with lawyers, working alongside OITJ's legal and technical teams and feeding user and tester feedback into iterative improvements
- Contribute to strategic expansion of AI-powered tools to support journalists across new jurisdictions, functionality, and concepts; develop roadmaps and timelines for next stages of projects and ensure activity stays on track
- Monitor budgets and expenditure relating to their areas of programme activity, including funds provided by the Reynolds Foundation (TRF), ensuring accurate record-keeping and compliance with University and funder financial requirements
- Contribute to funder reporting for the Reynolds Foundation partnership, and other partners, including drafting progress updates and annual impact reports on programme activity, outcomes and learning
- Analyse programme and monitoring data to generate insights and recommendations that inform TrialWatch and OITJ's strategy and reporting to funders and partners



- Coordinate and attend programme meetings, working groups and committees, providing regular updates, written reports and presentations to the TrialWatch Programme Manager, OITJ Co-Founders and other staff, and external stakeholders
- Produce briefings, toolkits and other outputs of a high standard that translate programme learning into practical guidance for TrialWatch and OITJ's partners and stakeholders
- Conduct periodic reviews of programme activity to evaluate impact, document lessons learned, and make recommendations for improving future delivery

Selection criteria

Essential selection criteria

- A relevant degree level (or equivalent professional experience), ideally in law, human rights, technology and policy, or a related field
- Proven programme or project management experience through the full delivery lifecycle, ideally within an NGO, university, legal or human rights setting
- Experience of, or a strong interest in, trial monitoring, human rights advocacy, or working with legal technology
- Experience working with, or a strong interest in, the development of AI-powered tools, data, or digital products in a legal, justice or human rights context
- Strong analytical skills, with the ability to assess complex information and provide actionable insights and recommendations
- Proven ability to identify and resolve problems proactively, both independently and in collaboration with others
- Excellent communication and interpersonal skills, with the ability to engage and influence a wide range of stakeholders, including senior partners
- Excellent written and verbal communication skills, including report writing and presentation abilities
- High level of organisational and decision-making skills, with strong attention to detail
- Demonstrated interest in, and understanding of, human rights, press freedom and fair trial rights, and/or the use of technology (including AI) to improve access to justice
- Ability to work collaboratively across legal, technical and programmatic teams, and with international partners, including from the Global South

Desirable selection criteria

- A law degree and/or admission to practice in at least one jurisdiction



- A Master's degree in human rights, international development, public policy or a related field, or commensurate professional experience
- Experience of budget monitoring and financial management
- Experience line managing, mentoring or coordinating the work of junior colleagues, interns or volunteers
- The ability to work in a major international language, other than English

How to apply

Applications are made via oitj.fellowships@cfj.org

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two references and indicate whether we can contact them now.

Please email through a CV and a **one-page** cover letter.

Please upload all documents as PDF files with your name and the document type in the filename.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in your jurisdiction; proof of your identity; and (if we haven't done so already) we will contact the references you have provide.

About the Clooney Foundation for Justice

The Clooney Foundation for Justice provides free legal aid to those who need it most. We work in over 40 countries to defend freedom of speech and protect women and children through the courts. We aim to be the leading provider of legal aid for the most vulnerable and the premier organization using AI to increase access to justice around the world.

Website: www.cfj.org



TrialWatch

TrialWatch is part of CFJ's Justice for Journalists initiative, which defends the rights of journalists and those who speak truth to power. TrialWatch trains and places monitors in courtrooms around the globe to ensure fair trials for journalists and free speech advocates.

Website: <https://cfj.org/trialwatch/>

Oxford Institute of Technology and Justice

The Oxford Institute of Technology and Justice – a partnership between the Blavatnik School of Government, University of Oxford and the Clooney Foundation for Justice – was founded to close the divide between those who need justice and those who can access it. Our vision is to harness AI to expand access to legal information, connect lawyers to those who need them the most and minimise the risks of AI for justice systems.

Website: www.techandjustice.bsg.ox.ac.uk

If you need help

Non-technical questions about this job should be addressed to the Head of Operations directly to mh@cfj.org.

Important information for candidates

Data Privacy

Please note that any personal data submitted to CFJ as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

Equal Opportunity

CFJ is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.



We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.