



Magistrates Association

Application pack – Media and Communications Officer

November 2018

About the Magistrates Association

The Magistrates Association (MA) is the independent membership body for the magistracy.

We work to promote the sound administration of the law, including by supporting our members, informing the public about the courts and the role of magistrates, producing and publishing research on key topics relevant to magistrates, and contributing to the development and delivery of reforms to the magistracy and the broader justice system. With 15,000 members, we are the independent voice of the magistracy.

Two of the MA's key priorities are to influence and inform the policy agenda and to improve public awareness and understanding of the role of magistrates and the court system as a whole. Both require a proactive and dynamic approach to external communications, strong relationships with the national and local media, and a high profile online presence.

Job details

Post:	Media and Communications Officer
Job purpose:	To be responsible for the delivery of the MA's external communications activity, including media liaison, social media and the MA's website
Reports to:	Director of Policy and Research
Main relationships:	Membership Communications Manager, Policy and Research Officers, MA members, MA Chair and Deputy Chairs
Salary:	£30,750 per annum (pro rata for 21 hours per week) plus 10% pension contribution
Hours:	Part time (21 hours per week)
Location:	Vauxhall, London

About the post

The Magistrates Association is seeking a dynamic communications professional to develop and deliver our work to raise the profile of the organisation and of the magistracy as a whole. At a pivotal time for the MA and the magistracy, this new role will work to build on our existing public profile and help to ensure that the MA promotes strong, consistent messages across all of our communications channels.

The successful candidate will have experience in a communications, media relations or press role and a track record of delivering high quality communications outputs. A strong communicator with excellent interpersonal skills and the ability to manage a complex and demanding workload, they will have the knowledge, skills and experience to ensure that the MA consistently delivers high quality communications to a range of audiences.

Job description

The core responsibilities of this post are to:

- Contribute to developing and implementing a communications strategy to increase the external profile of the MA, in support of our organisational priorities.
- Provide pro-active and reactive media relations, including drafting comments and press releases, arranging interviews, and working with the national and local press.
- Work with colleagues to provide briefings for MA representatives and respond to reports, speeches and other events.
- Create and update content for the MA's website and the MA's social media channels.
- Create high quality copy for all MA communications outputs, including MAGISTRATE magazine, members' e-bulletins and other publications.
- Proofread and format documents and manage the production of printed materials, including liaising with printers, designers and proofreaders.
- Monitor the MA's media coverage and online profile and report on performance.
- Work closely with the MA's Membership Communications Manager to coordinate external output with internal membership communications.
- Work with the Training and Development Officer to provide support and training for MA Branches and individual members in relation to carrying out media interviews.
- Work with colleagues to ensure the smooth and effective running of the charity.
- Promote and implement equal opportunities policy in all aspects of work.
- Carry out any other duties, as required by the post.

Person specification

Essential

- Degree level qualification or equivalent experience.
- Previous experience in a communications, media or public relations or press role.
- Experience of liaising with the media.
- Experience of writing engaging copy, including for websites.
- Experience of using social media in a professional context.
- Excellent written and verbal communication skills, including the ability to write clearly and compellingly for a range of audiences and formats.
- Demonstrable ability to understand complex information quickly and explain complex issues clearly.
- Excellent interpersonal skills and the ability to establish personal credibility with a range of stakeholders, including the MA's members.
- The ability to organise and prioritise your own workload and strong attention to detail.
- The ability to work flexibly and collaboratively under pressure and to produce high quality work in a fast-paced environment.
- Strong IT skills and the ability to apply them to new systems.

Desirable

- Knowledge of the criminal and/or family justice system.
- Knowledge of the workings of government and parliament.
- Experience of building a network of media contacts.
- Experience of working in a membership organisation and/or charity.

How to apply

All applicants should complete the application form (available from <https://www.magistrates-association.org.uk/staff/work-ma> or from 020 7387 2353 or info@magistrates-association.org.uk) and submit it to jo.easton@magistrates-association.org.uk or by post to: Dr Jo Easton, The Magistrates Association, 10A Flagstaff House, St George Wharf, London, SW8 2LE.

You are welcome to contact the MA's Director of Policy and Research, Dr Jo Easton, on 020 7387 2353 or jo.easton@magistrates-association.org.uk to discuss the position informally.

The closing date for receipt of applications is **5pm on Tuesday 11 December 2018**.

Employment information

This section summarises basic information about employment terms and conditions. Full terms and conditions will be included in the contract of employment that will be offered to the successful applicant. This summary does not form part of a subsequent employment contract.

Location

The MA's office, where this post will be based, is at 10A Flagstaff House, St George Wharf, London, SW8 2LE. The role involves occasional travel and overnight stays.

Hours of work

This role is offered **part time**, 21 hours (the equivalent of three full days) per week. The hours can be worked flexibly across three, four or five days.

Period of employment

This is a permanent position.

Benefits

The salary for this post is £30,750 per annum (pro rata for 21 hours per week, which equates to £18,450 per annum).

The annual leave entitlement is 25 days per year (pro rata for 21 hours per week, which equates to 15 days), plus statutory holidays.

On completion of a probationary period, the MA will make a pension contribution equivalent to 10% of salary to an approved pension scheme, provided that the employee is contributing at least 5% of their gross salary to the scheme.

Probationary period

There will be a probationary period of three months.