



# Magistrates Association

## Policy and Research Officer

### Job description

**Salary:** £30,750 + pension  
**Location:** St George Wharf, London, SW8 2LE  
**Hours:** Full time

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#### 1. About the Magistrates Association

The Magistrates Association (MA) is a national charity and the membership body for magistrates in England and Wales. We work to promote the sound administration of the law, including – but not restricted to – educating and informing magistrates and others about the law, the administration of justice, the treatment of offenders and the prevention of crime. With 14,000 members, we are the independent voice of the magistracy.

Our policy team carries out an ambitious programme of work to ensure the fair and effective delivery of justice and support the development of the magistracy. This includes producing and publishing research on key topics relevant to the magistracy and informing and influencing policy related to magistrates' courts and the magistracy. Our policy work, which is driven by our membership, covers the adult court, the youth court, the family court and magistrates' training.

#### 2. Main purpose of the job

To research and develop MA policy positions and promote their implementation.

#### 3. Position in the organisation

**Reports to:** Director of Policy and Research

**Main relationships:** MA Committee Chairs, Deputy Chairs and Committee Members, MA members, civil servants, parliamentarians and justice organisations.

#### 4. Main areas of responsibility

- Policy development
- Research
- Reports and briefings
- Consultation responses
- Parliamentary strategy

#### 5. Specific responsibilities

##### Policy Committees

- Support the MA's Policy Committees covering youth and family courts.
- Propose priorities and programmes of work for the Committees.

- Provide high-quality information to ensure that Committee Members and other interested parties are up to date with relevant information.
- Ensure agreed actions and decisions of the Policy Committees are implemented.
- Build and maintain excellent relationships with Committee Members.
- Provide support to Committee Members to enable them to effectively contribute to the work of the MA.
- Assist in the training and development of Committee Members.
- Agree and implement Committee working practices.

### **Policy**

- Monitor and analyse relevant information, including parliamentary activity and new developments in the law and the courts.
- Develop and propose new policies.
- Draft consultation responses, proposing lines to take.
- Develop and implement strategies to influence parliamentarians and other justice system stakeholders.
- Develop links with other stakeholders in the judicial system.
- Represent the MA publicly in a range of forums, including at meetings and conferences.
- Draft reports and present findings.
- Draft briefings and information for Committee Members, Parliamentarians and MA members.

### **Research**

- Support the development of a research programme.
- Propose research projects to provide a solid evidence base for MA policies.
- Develop detailed research proposals, including analysis of timescales and budget implications.
- Research funding opportunities and draft grant applications.
- Project manage and undertake agreed research projects and report on findings both internally and externally.

### **Communications**

- Work closely with the Communications Team to support the delivery of the MA's communications activities.
- Ensure the accuracy of policy information contained in MA communications outputs.
- Contribute to newsletters, website content, social media and press releases.
- Draft articles for the specialist, local and national media.
- Liaise with the media to provide background information and inform MA media work.

### **Membership**

- Support the work of the MA's membership team to recruit and retain members.
- Assist in responding to members' queries and providing up to date information for members on policy issues.

### **Budgetary accountability**

- Prepare budgets for the MA's parliamentary, policy and research activities.
- Ensure the proper management of budgets.
- Hold operational budgets related to key activities.

**Other duties**

- Work with Training and Development Officer to produce materials to assist magistrates in their work.
- Contribute to team meetings, organisational strategy and priorities.
- Be proactive in keeping up to date with developments affecting the role.
- Contribute to other organisational tasks, such as administration, as required.

**6. General**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by employees in this role. It is not exhaustive and staff may be required to undertake other reasonable duties commensurate with the role.

## Person specification

### *Essential*

- Degree level qualification or equivalent experience.
- Knowledge of the criminal and/or family justice system. Knowledge or experience of family law and/or the family justice system would be particularly welcome.
- Demonstrable ability to assimilate and understand complex information quickly and explain complex issues clearly.
- The ability to produce clear, concise reports, consultation responses, discussion papers, briefings and letters.
- The ability to establish personal credibility with a range of stakeholders.
- Excellent communications skills, including the ability to communicate effectively, diplomatically and persuasively with a wide range of people.
- The ability to work effectively under pressure and to tight deadlines.
- A creative and pragmatic approach to problem solving and the ability to provide sound reasons to support proposed solutions.
- Ability to organise and prioritise your own workload and strong attention to detail.
- Excellent networking skills.

### *Desirable*

- A proven track record of working within - or lobbying - Parliament or other justice organisations.
- Experience of producing consultation responses or other policy documents and/or of conducting policy-relevant research.
- Qualitative and quantitative research skills.
- Project management experience.
- Experience of drafting legislation or legislative amendments.
- Knowledge of the workings of magistrates' courts.
- Experience of working in a membership organisation.

## How to apply

All applicants should complete the MA's application form (available from <https://www.magistrates-association.org.uk/staff/work-ma> or from 020 7387 2353 or [info@magistrates-association.org.uk](mailto:info@magistrates-association.org.uk)) and submit it to [info@magistrates-association.org.uk](mailto:info@magistrates-association.org.uk) or by post to: 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](mailto:jo.easton@magistrates-association.org.uk) to discuss the position informally.

The closing date for receipt of applications is **5pm on Wednesday 19 June 2019**.

## 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*

Full time hours are 35 hours per week. Job share applicants are welcome to apply.

### *Period of employment*

This is a permanent position.

### *Benefits*

The salary for this post is £30,750 per annum.

The annual leave entitlement is 25 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.