



## Position Description

**Student:**

**University:** University of California-Davis

**Internship Site:** Magistrates Association

**Internship Field:** Legal/Non-Profit

**Company Profile:**

The Magistrates Association is a not for profit established and incorporated to promote the sound administration of the law in England and Wales, including, but not restricted to, educating and instructing magistrates and others in the law, the administration of justice, the treatment of offenders and the prevention of crime.

It is membership organisation, comprising just under 15,000 sitting and retired magistrates, governed by its members and supported by a small secretariat of paid staff.

**What does the role involve?**

To provide an efficient administrative and support service to the team. Main areas of work will include event logistics, internet based research, preparing mail merges, entering and updating membership data and assisting in key office administration tasks, including reception.

There will also be the opportunity to work on all stages of the creation of marketing and fundraising collateral.

While the role is based at the head office in central London (Vauxhall), there will be the opportunity to travel to visit branches across the country, if that is something the intern would like to do.

**What support will I be given?**

You will have a line manager and there will be other members of staff able to assist at all times.

**What benefits can I expect to gain from the experience?**

The development of writing, marketing and event management skills; experience of basic administration and working in a vibrant office; and an understanding of a membership not-for-profit organisation.

**What skills or experience do I need?**

Good IT skills, being able to communicate at all levels and flexibility. We also however value your attitude and character as much as experience.

**Dress Code:** Smart Casual

**Office Hours:** Monday to Friday, 9am to 5pm

**Website:** [www.magistrates-association.org.uk](http://www.magistrates-association.org.uk)