



The National Federation of SubPostmasters

Job Description Policy and Research Officer (Maternity Cover)

Purpose

To provide the research function for the National Federation of SubPostmasters; to play a key role in planning and undertaking NFSP's policy work; to contribute to the NFSP's wider communications programme.

Status

The post is to cover maternity leave for a minimum of nine months from February 2008, with the possibility of extension.

Reports to: Director of Policy, Communications and Membership.

Main duties and responsibilities:

Research

- Gather, analyse and disseminate information from a range of sources on post office related issues and relevant wider social and economic issues.
- Conduct, commission and analyse desk and field research on post office related issues, for publication or to inform research, policy or media work.
- Maintain up-to-date information and data systems on research themes.
- Liaise with and where required provide input on research activities of external stakeholders, including Postcomm, Postwatch, other policy and campaigning organisations.

Policy Work

- Provide verbal and written reports and briefings as required on policy issues for internal NFSP audiences.
- Provide verbal and written reports and briefings on policy issues affecting the post office network for external audiences, including MPs, government officials, Postcomm, Postwatch, media, other policy and campaigning organisations.
- Write submissions to consultations, including for parliamentary committees, Postcomm, government departments.
- Represent the NFSP at meetings with external stakeholders, including Post Office Ltd and Royal Mail Group, Postcomm, Postwatch, and with other policy bodies and industry groups.
- Monitor policy trends and parliamentary debate directly and indirectly affecting the post office network.

Communications

- To write regular articles and updates and to advise on content for *The Subpostmaster*, the NFSP website and other materials as required.
- Liaison with NFSP colleagues on campaigning, media and parliamentary activities as required.

General

- Respond to enquiries from NFSP members.
- Develop, promote and adhere to best practice and to agreed systems and procedures across all areas of work.
- To undertake other duties as required commensurate with the level of this post.