



Headquarters  
Rose Court  
2 Southwark Bridge  
London SE1 9HS

Michael Page Marketing

DX 154263 Southwark 12

Direct Line:

Our Reference: PR/14/2011

**COMMERCIAL IN CONFIDENCE**  
**Assignment Contract Ref. PR/14/2011**

Dear -,

**Assignment Contract for the provision of a Temporary Press Officer**  
**[Non-Permanent Staff – Marketing & Communications (CG) (RM692/L10b)]**

The Crown Prosecution Service (CPS) ("the Customer") is pleased to offer Michael Page International Recruitment Limited ("the Contractor") an Assignment Contract ("the Contract") for the provision of a Temporary Press Officer, as detailed in the enclosed Terms of Reference [Appendix I].

This Contract is in accordance with and regulated by the Buying Solutions Terms and Conditions of Contract.

**Contract Term and Value**

The Contract commencement date is **25 July 2011**, the completion date is **21 October 2011**.

The Assignment will not exceed 65 working-days unless prior written authorisation is received from the Customer.

**Expenses**

Expenses (approved in advance by the CPS Project Manager) will be payable in accordance with the Buying Solutions Travel and Subsistence (T&S) rates. Reimbursement of expenses will be on the basis of costs actually incurred, which must be supported by original receipts. Payments will be made 30 days from receipt of invoice.

Any travel or accommodation required to carry out work on the project must be booked via the CPS. This will be subject to the current CPS guidance on travel and accommodation usage.

### Voluntary Termination

The Customer shall have the right to terminate the Contract at any time by giving at least ten (10) working days notice in accordance with the terms and conditions of the Buying Solutions contract.

### E-Invoicing

The Contractor will issue all invoices relating to this service using the Customer's e-invoicing facility, which is operated via the Zanzibar P2P system.

### Contact Details

Please note that your main point of contact for this Contract will be the CPS Project Manager, whose contact details are set out below:

Crown Prosecution Service  
Rose Court  
2 Southwark Bridge  
London  
SE1 9HS

I would be grateful if you could sign two copies of this Contract and return both original documents to me at the above address.

A fully authorised version will be forwarded to you in due course.

Yours sincerely

**Paul Farlow**  
**Procurement Officer**  
**Procurement and Commercial Services**

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**Project Title: Provision of Temporary Press Officer**

**Assignment Contract Ref. PR/14/2011**

**Non-Permanent Staff – Marketing & Communications (CG) (RM692/L10b)**

**Statement of Requirement**

**1. Customer**

Crown Prosecution Service  
Rose Court  
2 Southwark Bridge Road  
London  
SE1 4HS

**2. Role Purpose**

Temporary (three to six months) cover for the role of Press Officer. The role is to explain and promote the work of the CPS to the public through the media and to provide advice to CPS staff on media and presentational issues.

Cover would be required as soon as possible.

**3. Experience**

The right candidate will have at least two years' experience in a busy, proactive and reactive press office, as well as, ideally, experience of working in the public sector/Government.

**4. Job Description**

**Dealing with the Media**

Proactively promote the work of the CPS by researching positive stories and successfully placing them in the media.

Produce and implement media strategies for key policy topics and high profile cases.

Handle media enquiries for policy and case work.

Prepare responses, statements and briefings in response to media enquiries.

Negotiate media interviews with CPS staff and manage media events as appropriate.

Monitor the media for coverage of CPS issues, ensuring relevant staff are informed and initiate any appropriate rebuttal action.

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### Communication

Write press releases and other material such as statement, articles and fact sheets about the Department's work.

Prepare statements and announcements to use on the CPS Twitter feed and News Brief.

#### **7. Base Location**

This position will be based at CPS HQ, Rose Court, London.

#### **8. Security Clearance**

Candidates will be subject to standard CPS vetting procedures prior to commencing work.

#### **9. Constraints**

As external training consultants, the provider will have no delegated procurement or financial authority and may not award contracts during the duration of assignments. Only Procurement & Commercial Services may award or extend contracts.

**Project Title: Provision of Temporary Press Officer**

**Assignment Contract Ref. PR/14/2011**

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IN WITNESS WHEREOF the parties have executed this Assignment Contract in duplicate on the date first stated above.

On behalf of the **Crown Prosecution Service:**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

On behalf of **Michael Page International Recruitment Limited:**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

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