

JOB DESCRIPTION

JOB SPECIFICATION

Job Title:	Parliamentary Assistant
Responsible to:	Head of the Liberal Democrat Whips' Office, House of Lords
Salary:	£21,000 - £23,000
Benefit:	8% employer's pension contribution
Tenure:	Monday 2 nd September 2019 – Friday 31 st July 2020
Hours:	Full time 40 hours per week
Location:	Liberal Democrat Whips' Office, House of Lords

PURPOSE OF JOB

The post holder will assist and support the Liberal Democrat group in the House of Lords in their Parliamentary work, and other members of staff in the Whips' Office.

They will undertake research work as required. They will work with the whips team to ensure good attendance at votes and record voting patterns.

They will benefit from an induction programme to help them become familiar with parliamentary procedures and the workings of a busy political office in the House of Lords.

KEY RESPONSIBILITIES

1. Working with the Chief Whip and the Whips' Office to ensure good attendance and support from the Liberal Democrat Peer for votes
2. Working with the Chief Whip and the Whips' Office to ensure the best possible intelligence on voting intentions within different political groupings
3. Maintaining accurate records of voting patterns
4. Undertaking specific research for group members and preparing short briefings on issues
5. Assisting the Parliamentary Business Adviser in organising Peers for future business in the House of Lords
6. Running the Lib Dem Lords twitter account, with support from the press team and the whips' office
7. Assisting with the organising of the external work of the Liberal Democrat Peers
8. Providing secretarial/diary support for the leadership team in the Lords

9. Dealing with day to day queries from Liberal Democrat Peers, as appropriate
10. Supporting other members of staff in the Whips' Office, as required

PERSON SPECIFICATION

We are looking for a candidate with excellent interpersonal, communications, and organisational skills, as well as an interest in the policies and the future of the Liberal Democrats. This post would suit an enthusiastic individual who is looking for their first political experience in Westminster.

ESSENTIAL SKILLS AND EXPERIENCE

The successful applicant will have:

- Excellent organisational skills
- Exceptional interpersonal skills
- Good time management and the ability to prioritise effectively and to work to tight deadlines
- Strong IT skills, including Twitter experience
- Discretion
- A strong interest in the British political system and the role of the Liberal Democrats

DESIRABLE SKILLS AND EXPERIENCE

- A commitment to the aims and values of the Liberal Democrats

APPLICATIONS

- A full CV (no more than two pages and including contact telephone numbers and email address);
- A covering letter (no more than one A4 page) setting out why you want to do this job and how your skills are relevant to it

Applications are especially encouraged from people in groups that are under-represented in politics.

To be considered for this position, please submit your application to hr@libdems.org.uk by **10pm on Sunday 23rd June**