

JOB DESCRIPTION

JOB SPECIFICATION:

Job Title:	Head of Whips Office (Commons)
Responsible to:	Chief Whip (Commons)
Salary:	£35,000-38,000 per annum
Benefit:	8% Employer's Pension Contribution
Tenure:	Permanent
Hours:	Full time 40 hours per week
Location:	Liberal Democrat Whips Office, Houses of Parliament

Purpose of job

This is a vital post at the heart of the Liberal Democrat Parliamentary organisation. We are seeking an experienced and able communicator to lead and manage the Liberal Democrat Commons Whips Office. They must have extensive working knowledge of the House of Commons and exceptional interpersonal skills.

The role will report directly to the Chief Whip and support them in their day-to-day activities, which alongside the Leader's Office, includes the responsibility for the political management of the parliamentary party. The Head of the Whips' Office will be responsible for ensuring that the parliamentary party provides appropriate support to the Leader of the Party and is properly represented in all House business.

The position will demand a high level of organisational skill, a capacity for negotiation and discretion, and an ability to get the best out of people. This will be derived from experience in parliamentary communications and working under pressure in a political environment.

The Head of the Whips' Office also line manages the work of the Parliamentary Support Team (PST). The PST is an IPSA sponsored pooled staffing resource, which provides briefings to Parliamentarians in the Commons and Lords on topical issues and legislation.

Key Responsibilities

1. To lead, motivate and manage the work of the Whips' Office on a day-to-day basis
2. To manage the Deputy Head of the Whips' Office and the Parliamentary Support Team (PST)
3. To identify opportunities to maximise the parliamentary impact of the Liberal Democrats

4. To liaise with Liberal Democrat spokespeople, the party's leadership and the offices of the Federal Party to ensure that internal communications are optimised and parliamentary objectives are achieved.
5. To liaise with other party whips offices, government offices and parliamentary authorities as required to ensure that the Liberal Democrats are properly represented in House business.
6. To advise the Chief Whip, Liberal Democrat MPs and their staff on strategies and tactics to promote the Liberal Democrats in Parliament.
7. To advise the Chief Whip, Liberal Democrat MPs and their staff on parliamentary procedure.
8. To provide pastoral support and advice to Liberal Democrat MPs and their staff.
9. To manage Liberal Democrats relationships with IPSA and House of Commons authorities on issues regulated to activities and funding.
10. To oversee all necessary procedures relating to the membership of committees, participation in debates, coverage in the Chamber, opportunities on backbench committees, monitoring of divisions and general administration of the parliamentary party.
11. To take responsibility for the operation of the POLD board.
12. To support the Chief Whip in his/her duties as required.

Key Skills Required

1. Front line organisational experience in parliament, with a demonstrable capacity for project management, crisis management and the prioritisation and reprioritisation of competing tasks.
2. Organisational ability, understanding, experience and stamina to manage professionally, motivate and get the best out of (i) a small professional team and (ii) a parliamentary party.
3. Capacity to respond under pressure to the challenge of sustaining and managing critical procedures and routines, even in the event of high levels of internal and external criticism.
4. Outstanding written and oral communications skills.
5. Demonstrable evidence of collaborative behaviour and responsiveness to widely varying pastoral concerns.
6. A strong commitment to, and understanding of, the aims and values of the Liberal Democrats.
7. A willingness to work flexibly and be responsive to the extensive demands of a Whips' Office.

8. A robust understanding and knowledge of Parliament and the parliamentary party. A minimum of 18 months parliamentary or political experience is required to be considered for the role.

PERSON SPECIFICATION:

This is a key role at the heart of the Liberal Democrats' Parliamentary operation. The successful candidate must be comfortable acting as a senior member of the professional staff, providing leadership to support and promote the Liberal Democrat Parliamentary Party in the House of Commons.

The successful candidate will demonstrate excellent judgement, communication, management and administration skills. A robust working knowledge of Parliament is required, alongside the ability to work under intense pressure and the confidence to deal effectively with senior Parliamentarians. The ability to retain a sense of humour and deal sensitively and confidentially with a range of individuals and operations is essential. A highly professional manner is also essential.

The successful candidate will be able to demonstrate an excellent understanding of the current political environment.

The candidate is expected to work regular evening hours to reflect the sitting hours of the House of Commons.

APPLICATION PROCEDURE:

Please apply online on our website by attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your covering letter.

Applications must be sent to: hr@libdems.org.uk

Closing date: 12.00noon, Monday 24 June 2019

Interview dates: Interviews will take place during the week commencing Monday 1 July 2019.

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.