



SENIOR EXECUTIVE
Liberal Democrats Business & Entrepreneurs Network (LDBEN)
LDHQ, Westminster SW1P

Salary: up to £42,000 p.a.
& employer's pension contribution

JOB SPECIFICATION

Job Title:	Senior Executive, LDBEN
Responsible to:	Head of Fundraising
Salary:	up to £42,000 per annum (dependent on experience)
Benefit:	8% Employer's Pension Contribution
Tenure:	Temporary – 12 months
Hours:	Full time 37.5 hours per week
Location:	Lib Dems Headquarters, Westminster, London SW1P

Purpose of job

To expand the LDBEN network of liberal-minded business leaders and entrepreneurs providing financial and other support for the Liberal Democrats as the future party of government.

Background

This is an exciting time to join the Liberal Democrats and to be working in British politics. We had our best result ever in the European parliamentary elections, electing 16 MEPs and garnering a 20% national vote share; we also achieved a record-breaking result in the May 2019 local elections, gaining over 700 new councillors across England. Our Exit from Brexit campaign has been a major force in mobilising public opinion in favour of a People's Vote; our party membership is at an all-time high of 108,000; and we are in the midst of electing a new Leader who will take the Party forward and further build on the growth and success

we have achieved. We are also preparing for a People's Vote or a general election [or both] which could take place later this year or in early 2020.

The Liberal Democrats Business & Entrepreneurs Network (LDBEN) was launched in 2015 to help the Liberal Democrats become the Government of this country and to build support for the Party with leading business people and entrepreneurs. Under the leadership of founder Andrew Dixon and chair Tilly McAuliffe, LDBEN now has 100 members who lend their expertise, networks and financial support to the Liberal Democrats. LDBEN works closely with Party Leader Sir Vince Cable MP, the Treasury & Business Spokesperson Chuka Umunna MP, and other Parliamentarians to develop and strengthen the Party's business policies and profile.

You will be joining an experienced fundraising team that is focused on mobilising support from major donors and business leaders to enable further growth across the Party and to help fund future elections. We have ambitious targets to reach in the years ahead, and there is huge potential to grow LDBEN with the Liberal Democrats now being the natural Party for business. In this high-profile role, you will be leading the Party's fundraising efforts within the business community.

This is a one-year contract with the possibility of extension, if objectives and KPIs are met.

Key Responsibilities

1. To design and lead the long-term strategy for LDBEN to position the Lib Dems as "the natural party for business" and to build support for the Party in the business community.
2. Identify and engage prospects across different areas of business to join LDBEN.
3. Grow the engagement of current LDBEN members and build a group of business ambassadors to grow our network and prospect pipeline.
4. Raise funds from LDBEN members, including annual membership dues as well as larger gifts to support individual projects or election campaigns;
5. Develop and deliver the programme of events, communications and policy initiatives for LDBEN.
6. Work closely with the founder, chair and LDBEN executive committee to deliver key objectives around membership, profile-raising activities, fundraising, policy development and diversity.
7. Liaise with Parliamentarians, HQ staff and other key Party stakeholders to create opportunities for LDBEN members to contribute to the Party.
8. Draft member communications, briefings, think pieces and other writing as required.

PERSON SPECIFICATION

We are looking for a highly organised, motivated, and entrepreneurial Senior Executive with strong fundraising skills, business acumen and experience, and an interest in politics.

Essential Skills and Experience

1. At least 5-7 years of experience in business, sales & marketing, fundraising or similar field;
2. Confident communicator who can engage effectively with senior business leaders on politics, business and supporting the Liberal Democrats;
3. Excellent organisational, writing and planning skills, with equal ability to work independently or within a team;
4. Strong understanding of how UK businesses engage politically and their key concerns about Brexit and other major policy areas;
5. Experience working with donors, board members or investors to deliver shared objectives;
6. Flexibility to work some evenings throughout the year and to travel outside of London for our party conferences;
7. Sympathy with the aims and values of the Liberal Democrats.

APPLICATION PROCEDURE

Please apply by email to hr@libdems.org.uk 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 supporting statement.

Closing date: Friday 16th August, Midday

First round interviews will be conducted w/b 22nd August.

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.

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

Please let us have details of your current salary and two referees including one from your current employer – if you would prefer us not to contact them until a later stage of the selection process, please let us know.

We will notify all applicants when the process is complete.

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