

**COMPLIANCE ADMINISTRATOR
LDHQ, Westminster SW1P**

Salary: £22,000 p.a.

JOB SPECIFICATION

Job Title:	Compliance Administrator
Responsible to:	Compliance Manager
Salary:	£22,000
Tenure:	3 months fixed term
Hours:	37.5 hours
Location:	Lib Dems HQ, Westminster, London SW1P

Purpose of job

To support the work of the Compliance Unit, including both the Compliance Team and the Data Protection Team.

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 100,000; 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.

Key Responsibilities

- Dealing with incoming correspondence for the team
 - To manage and effectively organise the compliance inbox
 - To manage and effectively organise the data protection inbox

- To answer general compliance and data protection queries – allocation across the team/ organisation where necessary
- Provide general administrative support for the wider team
- Manage the compliance hotline
- Assist in creating a database of standard responses to common queries
- To take effective minutes and actions in team meetings

PERSON SPECIFICATION

Essential Skills and Experience

- An interest in compliance and data protection
- Ability to work under pressure to tight deadlines
- A clear, detailed, logical approach with excellent record keeping
- Good communication and interpersonal skills
- Great attention to detail
- Effective organisation, and prioritising and administrative skills
- Be a strong team player with a flexible, pragmatic and collaborative approach to work
- Good IT skills and the ability to quickly learn new systems
- Sympathy with the aims and values of the Liberal Democrats

Desirable Skills and Experience

An understanding of the principles of compliance and data protection

A desire to develop a career within Compliance

APPLICATION PROCEDURE

For questions and further details, and to submit an application, please contact:
recruitment@libdems.org.uk 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.

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.