

## **JOB DESCRIPTION**

### **JOB SPECIFICATION**

<b>Job Title:</b>	Policy Officer (Wales)
<b>Responsible to:</b>	Welsh Chief Executive
<b>Salary:</b>	£26-32,000 (pro rata) per annum
<b>Benefit:</b>	8% Employer's Pension Contribution
<b>Tenure:</b>	Fixed term to May 2021 with the potential for renewal by mutual agreement
<b>Hours:</b>	60% FTE (22.5 hours per week)
<b>Location:</b>	TBC

### **Purpose of job**

The Welsh Policy Officer will work with key stakeholders in the Welsh Party to develop a compelling policy offer for the party in the 2021 Senedd elections.

They will liaise with the Welsh Policy Committee, Parliamentary spokespeople, lead Regional and Constituency candidates to identify and develop key areas of policy, with support and guidance from the Party's Federal Head of Policy.

They will lead on enabling individual Welsh Party members to input to the party's policy via a programme of online engagement.

### **Key Responsibilities**

1. Oversee the production of the 2021 Senedd Election manifesto.
2. Review and update existing Welsh Liberal Democrat policy, and develop new, distinctive policy ideas, to include in the 2021 manifesto.
3. Drive wider policy consultation and discussion, in particular using online tools, embracing both party members and wider members of civil society.
4. Support the Welsh Policy Committee to deliver their programme of policy development, including any working groups and Welsh conference.
5. Provide Welsh Party spokespeople with policy support in their roles.

6. Ensure effective internal and external communications by working closely with colleagues in the Welsh Party staff team and LDHQ.
7. Promote the image of the Party by undertaking strategic engagement with key NGOs, think tanks and other bodies with a policy interest.

## **PERSON SPECIFICATION**

We are looking for a self-starter with outstanding political judgement and a strong understanding of Liberal Democrat values. The successful candidate will have the ability to build relationships with key stakeholders, to assimilate and process policy ideas rapidly, and to write fluently and coherently. They will need to demonstrate the ability to generate ideas, manage several projects simultaneously and facilitate online policy consultation and discussion both within the Party and across civil society groups.

### **Essential Skills and Experience**

1. Strong political awareness and understanding of and sympathy with Liberal Democrat values and policy.
2. Ability to facilitate online policy consultation and discussion both within the Party and across civil society groups, both to engage supporters and crowdsource policy ideas.
3. Ability to build relationships with key stakeholders in the Welsh and Federal Liberal Democrats including Parliamentarians and Party Committees.
4. Project management, working to deadlines with minimal supervision, co-ordinating inputs from others and handling multiple responsibilities.
5. Ability to assimilate and process new and complex policy material very quickly.
6. Ability to write fluently and coherently, bringing together complex policy issues and proposals in a way that can be readily communicated to the non-specialist.

### **Desirable Skills and Experience**

1. Experience of conducting online consultation.
2. Experience of work with a membership based organisation.
3. Experience of work in Parliament, government, NGO or think tank.

4. Knowledge of Welsh language.
5. Understanding of the politics of devolved government in Wales.

## **APPLICATION PROCEDURE**

Please apply by sending: -

- 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.

To [enquiries@welshlibdems.org.uk](mailto:enquiries@welshlibdems.org.uk)

**Closing date: 12.00 noon, Monday 24 July 2020**

**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.**