



JOB DESCRIPTION

JOB SPECIFICATION

Job Title:	Deputy Head of Whips Office (Commons)
Responsible to:	Head of Whips Office (Commons)
Salary:	£26,000 per annum
Benefit:	8% Employer's Pension Contribution
Tenure:	Permanent
Hours:	Full time 40 hours per week
Location:	Liberal Democrat Whips Office, House of Commons.

Purpose of job

This is a key post at the heart of the Liberal Democrats' parliamentary operations with significant communications and administrative responsibilities.

We are seeking an experienced and able communicator, with knowledge of the House of Commons and strong interpersonal skills, to support the day-to-day running and administration of the Liberal Democrat Whips Office in the House of Commons, run by the Parliamentary Office of the Liberal Democrats (POLD).

He/she is responsible for providing day-to-day support to the Head of the Whips Office and the Chief Whip, ensuring that the Parliamentary Party can be proactive in support of its parliamentary objectives.

The role will report directly to the Head of the Whips Office. The position will demand a high level of organisation, confident communication, attention to detail in routine tasks, and a capacity to cope with a widely varying workload.

Key Responsibilities

1. To keep Members informed of House of Commons business through the production of the daily business notices, the weekly whip, and other House of Commons notices as required.
2. To help oversee maintenance of the Whips Office databases.
3. To liaise with Liberal Democrat MPs and their staff as requested by the Head of the Whips Office.

4. To provide advice and support to Liberal Democrat MPs and their staff on the business of the House.
5. To maintain effective links between the Parliamentary Party in the Commons and the Parliamentary Party in the Lords, the Parliamentary Adviser Unit, Parliamentary Support Team, the Press Office, Policy Unit and Office of the Chief Executive.
6. To work with the Head of the Whips Office to devise and deliver an effective programme for MP's staff training, with particular attention to induction training.
7. To maintain the tracking system for the Parliamentary activity of Liberal Democrat Members of Parliament.
8. To assist the Head of the Office and Chief Whip with the organisation and oversight of parliamentary slipping.
9. To provide other duties as required by the Head of the Whips Office and/or the Chief Whip.

PERSON SPECIFICATION

This is a key role at the heart of the Liberal Democrats' Parliamentary operation. The successful candidate will support and promote the Liberal Democrat Parliamentary Party in the House of Commons through the provision of timely advice on the legislative programme, Parliamentary procedure and Parliamentary initiatives to MPs and their staff.

The successful candidate will demonstrate sound communication, administration and research skills. A working knowledge of Parliament is also preferable. The ability to work accurately under pressure, retain a sense of humour and deal sensitively and confidentially with a range of individuals and operations is essential.

The successful candidate will be able to demonstrate a good 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.

Essential Skills and Experience



The ideal candidate will be able to show knowledge or previous relevant experience that demonstrates:

1. Organisational experience, with the ability to prioritise workloads.
2. A working knowledge of Parliament and its procedures.
3. An understanding of the pressures on MPs' offices.
4. Experience of working with spreadsheets and databases and a generally high level of IT literacy.
5. Capacity to work to deadlines under pressure.
6. Strong written and oral communications skills.
7. A strong commitment to – and demonstrable experience of – team working.
8. A strong commitment to, and understanding of, the aims and values of the Liberal Democrats.
9. A willingness to work flexibly and be responsive to the extensive demands of a Whips Office.

Desirable Skills and Experience

1. Prior experience of working in Parliament
2. Prior experience, knowledge or understanding of the Parliamentary work of Liberal Democrats.

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.

Closing date: 17.00pm, Friday 17 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.

If you have any questions about the role, please contact mcbeatha@parliament.uk

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