



## **JOB DESCRIPTION**

### **JOB SPECIFICATION:**

<b>Job Title:</b>	<b>Parliamentary Adviser on Health and Social Care</b>
<b>Responsible to:</b>	Head of the Parliamentary Advisers Unit
<b>Salary:</b>	£30-32,000 per annum
<b>Benefit:</b>	8% Employer's Pension Contribution
<b>Tenure:</b>	Permanent, with standard six month probation period
<b>Hours:</b>	Full time 40 hours per week
<b>Location:</b>	Currently working from home, usually based in Westminster, London
<b>Closing date:</b>	8th November

### **PURPOSE OF JOB**

The Parliamentary Advisers Unit (PAU) is a dynamic, exciting and fast paced team working to support and promote the communications, campaigning and policy work of Liberal Democrat Parliamentarians in the House of Commons and House of Lords.

Each Parliamentary Adviser is responsible for leading on key policy areas of strategic importance to the Liberal Democrat Party. The Advisers work closely with the Party Leader, his staff, and the Party's spokespeople to offer advice on policy, communications and campaigns in their respective areas. They also work closely with the press, campaigns and policy teams (among others) in Liberal Democrat HQ.

The post-holder will work closely with the Leader, Spokespeople and Chief Whips of both Houses to support the work of Liberal Democrat parliamentarians; design and deliver key campaigns; and direct the Party's communications on issues relevant to the policy area.

### **KEY RESPONSIBILITIES**



1. Provide expert advice on political developments relevant to health and social care, to Liberal Democrat MPs and peers
2. Work with Parliamentarians in both Houses to respond to legislation relevant to health and social care, including proactively identifying and promoting policy priorities.
3. Work with the Leader and Spokespeople to promote the Liberal Democrats and their political priorities as they relate to health and social care, and maximise communication results.
4. Generate media stories that are able to garner both national and regional coverage, that promote, support and benefit the Parliamentary work of Liberal Democrats.
5. Generate creative ideas in order to promote and publicise the Parliamentary work of Liberal Democrats, including the use of social media.
5. Build links with external advocacy and campaign groups in order to promote key issues and develop campaigns and policy for the Liberal Democrat groups in both Houses.
6. Work closely with the Liberal Democrat HQ press team to direct communications from the Party which relate to health and social care.
7. Work closely with the Liberal Democrat HQ campaigns team to devise and promote campaigns on health and care.

### **PERSON SPECIFICATION**

We are looking for an experienced candidate who will be able to combine an understanding of health and social care policy, campaigning, the media and the workings of both Houses of Parliament.

This position would suit a dynamic, highly-organised individual with sound political judgement and who thrives in a fast-paced and often pressured environment.

We are looking for someone who is able to hit the ground running, excited to play a leading role in a team shaping how the Liberal Democrats move forward.

Successful candidates will need to show they have the confidence to take initiative and make quick judgements, the ability to juggle a demanding workload, and to be a team player.

The successful candidate will have a thorough understanding of the current political environment and of the opportunities and challenges facing the Liberal Democrats.

### **ESSENTIAL SKILLS AND EXPERIENCE**



The ideal candidate will be able to demonstrate:

- Strong political judgement and excellent communication skills
- An in-depth understanding of the health and social care sector, and the personal drive to keep constantly up to date and well briefed
- A strong understanding of the workings of Parliament
- Ability to understand complex and detailed topics
- Ability to cope with strict deadlines
- The confidence to directly brief and advise senior politicians
- An understanding of the work of parliamentarians
- A clear commitment to the ideals and values of the Liberal Democrats

#### **DESIRABLE SKILLS AND EXPERIENCE**

- Prior experience of work in Parliament, public relations or journalism.
- Prior experience, knowledge or understanding of the Liberal Democrats.

#### **APPLICATIONS**

Please send a full CV (no more than two pages and including contact details) and a covering letter (no more than one page) setting out why you want to do this job and how your experience and skills are relevant.

Applications are especially encouraged from people in groups that are under-represented in politics.

To be considered for these positions, please submit your application to [recruitment@libdems.org.uk](mailto:recruitment@libdems.org.uk) by 8th November.