

## Policy Manager

### **JOB SPECIFICATION**

**Job Title:** Policy Manager

**Responsible to:** Head of Policy

**Salary:** £30-35k depending on experience

**Benefit:** Statutory pension

**Hours:** 37.5 hours per week

**Tenure:** Permanent

**Location:** anywhere but with some requirements to be in central London on a regular basis

### **Purpose of job**

The Policy Manager has a key role in leading and coordinating the development of policy for the Liberal Democrats – working with the Party's Federal Policy Committee, working groups and Conference, Parliamentary spokespeople and other staff in LDHQ and the wider party. They will in particular lead on expanding the party's online policy engagement.

### **Key Responsibilities**

- Supporting the generation of distinctive Liberal Democrat policy ideas both to influence the national policy debate during this Parliament, and to include in the next General Election manifesto.
- Clerking the Federal Policy Committee to deliver their programme of policy development from working group to conference.
- Driving an enhanced effort at wider policy consultation and discussion, in particular using online tools, embracing both party members and wider members of civil society.
- Working with Parliamentary Advisers to provide spokespeople with support in their role in leading policy development within the party.
- Supporting internal and external communications by working closely with colleagues in LDHQ, in particular in the Press, Digital and Membership teams.
- Promoting the image of the Party by undertaking a strategic approach to engaging with NGOs, think tanks and other bodies with a policy interest.
- Coordinating the work of secondees, interns and other staff involved in policy development.

## **PERSON SPECIFICATION**

We are looking for a self-starter with political judgement and a strong understanding of Liberal Democrat values, who is keen to develop their career in policy.

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**

- Political awareness and understanding of and sympathy with Liberal Democrat values and policy.
- 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.
- Ability to build relationships with key stakeholders with internal and external stakeholders
- Project management, working to deadlines with minimal supervision, co-ordinating inputs from others and handling multiple responsibilities.
- Ability to assimilate and process new and complex policy material quickly.
- Ability to write fluently and coherently, bringing together complex policy issues and proposals in a way that can be readily communicated to the public.

### **Desirable Skills and Experience**

- Experience of conducting online consultations or events.
- Experience of a membership based organisation.
- Experience of work in Parliament, government, NGO or think tank.

## **APPLICATION PROCEDURE**

For questions and further details, and to submit an application, please contact: [recruitment@libdems.org.uk](mailto: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.
- 3) Please ensure we have the means to contact you by phone and

email.

**Closing date: 5pm Friday 22nd January 2021**

**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.**



*The Liberal Democrats are committed to supporting the mental health and wellbeing of all of our staff. That's why we've taken the Time to Change Employer Pledge. We encourage applications from persons with experience of mental health and are committed to supporting our employees to fulfil their potential and perform at their best in work."*

