



## Political Adviser Liberal Democrats

### Job specification

<b>Job Title:</b>	Political Adviser
<b>Responsible to:</b>	Head of the Advisers Unit
<b>Salary:</b>	Around £30,000 per annum
<b>Tenure:</b>	Permanent, with standard six-month probation period
<b>Hours:</b>	40 hours per week full-time. Part-time and flexible working considered
<b>Location:</b>	Westminster, London. Homeworking considered

### Job description

Join our small, dynamic team of Political Advisers to develop election-winning policies, messages, and campaigns for the Liberal Democrats.

You will work closely with the Party Leader and other key spokespeople, as well as colleagues in the party's communications, policy, and campaigns teams and in both Houses of Parliament.

You will have responsibility for certain policy issues and help to ensure we take the right positions by building relationships with external organisations, developing your own expertise, and helping to formulate new policies.

You will help spokespeople to craft and deliver effective messages to communicate both our policies and our values to the public.

We are looking for someone with very good knowledge of UK politics, an understanding of campaigning, the media and how Parliament works and sound political judgement. You will need to be able to juggle competing priorities and deliver at speed.

We strongly encourage applications from candidates who would need to work flexibly or remotely, and those seeking to work part-time. Applications are especially encouraged from people in groups that are under-represented in politics.

## How to apply

Please send a full **CV** (no more than two pages) and **cover letter** (no more than two A4 pages setting out why you want to do this job and how your experience and skills are relevant) to [jonathan.jones@libdems.org.uk](mailto:jonathan.jones@libdems.org.uk) by **10pm on Monday 23rd August**.

## Key responsibilities

1. Provide expert advice on agreed policy areas to the party's spokespeople.
2. Work with the Leader and spokespeople to identify political opportunities and develop effective policies and messages to maximise those opportunities.
3. Brief MPs and other spokespeople for media appearances.
4. Write speeches, op-eds and media comments for spokespeople.
5. Work with colleagues and spokespeople to develop issue-based campaigns for the party to run.
6. Work with Parliamentarians in both Houses to respond to legislation relevant to agreed policy areas, including identifying political priorities.
7. Conduct research to generate media stories that are able to garner both national and regional coverage to promote, support and benefit the party.
8. Work with the party's policy unit and working groups to develop new policies.
9. Build links with external advocacy and campaign groups in order to promote key issues, campaigns and policy relevant to the party's priorities.

## Person specification

We are looking for an experienced candidate who will be able to combine an understanding of UK politics, 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 can hit the ground running, who is 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 the key discussions the country and the Liberal Democrats will need to engage in over the coming months and years.

We strongly encourage applications from candidates who would need to work flexibly or remotely, and those seeking to work part-time. Applications are especially encouraged from people in groups that are under-represented in politics.

### **Essential skills and experience**

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

- An in-depth understanding of UK politics, and the personal drive to keep constantly up to date and well briefed.
- Knowledge and experience of working on policy and/or campaigns.
- A strong understanding of both Houses of Parliament.
- A track record of being able to cover and understand complex and detailed topics.
- The ability to cope with strict deadlines.
- Confidence, knowledge, and ability to directly brief and advise senior politicians and senior journalists.
- An understanding of what's needed to promote the party's policies and campaigns across multiple sectors and platforms, including online.
- A clear commitment to the ideals and values of the Liberal Democrats.

### **Desirable skills and experience**

- Prior experience of work in politics, public policy, public affairs, campaigns, or journalism.
- Prior experience, knowledge or understanding of the work of the Liberal Democrats.

### **GDPR**

- Take responsibility for understanding and complying with the Liberal Democrat's approach to data protection by completing regular Data Protection and UK GDPR training and adhering to policies and guidance which improve knowledge and promote best practice.

### **Information Asset Owners (IAOs), Directors and Heads of teams**

- Take responsibility for understanding and complying with the Liberal Democrat's approach to data protection by completing regular Data Protection and UK GDPR training and adhering to policies and guidance which improve knowledge and promote best practice.
- Responsible for specific information assets and assessing and mitigating risks to information within the area you manage. This involves ensuring the security, accuracy and integrity of the data held on the systems you manage and for mitigating any potential risks.

- Raise awareness of data protection issues and ensure staff are aware of their responsibilities towards the information they use.

**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.

**Diversity, Inclusion and Equality is at our core here at Liberal Democrats, we promote behaviours that support the equality of all people, and we believe it's important to celebrate what makes us unique and help to educate people about the different cultures, orientations, genders and more.**