

## **JOB DESCRIPTION**

<b>Job Title:</b>	Leader's Chief of Staff
<b>Responsible to:</b>	The Leader
<b>Key relationships:</b>	Party President, Party Chief Executive, Constituency Office Manager, Chair of CCC
<b>Salary:</b>	Commensurate with experience
<b>Benefit:</b>	8% Employer's Pension Contribution
<b>Tenure:</b>	Permanent
<b>Hours:</b>	Full time 40 hours per week
<b>Location:</b>	Lib Dems Head Quarters, Westminster, London SW1P

### **Purpose of job**

The role of the Chief of Staff is to **advise** the leader on all matters, to **promote the delivery of his vision** and strategy throughout the party, ensure the party has a consistent political direction and message and effectively **manage** his staff to achieve these ends.

S/he will provide high quality, insightful, senior counsel and strategic advice to the leader and work hand-in-hand with him to develop his vision and priorities representing him where necessary in discussions with a wide range of third parties.

They will ensure that they are fully understood, supported and implemented throughout the party including by Parliamentarians, party officers, committee members, staff, donors and volunteers.

### **Key Responsibilities**

#### **Strategy**

- Advise the leader on the vision and strategic direction for the party
- Set and promote a common understanding of the priorities arising from this vision and direction throughout the party
- Ensure the leader is well informed as to the mood and issues within the party
- Ensure access to alternative voices to challenge this agenda
- Review and feedback to the leader on progress
- Provide strategic counsel on issues and crises as they arise and ensure the implementation of any strategic response agreed
- Represent the leader as necessary in a wide range of meetings and negotiations

## **Delivery**

- Work closely with the Party Chief Executive to ensure that the party's staff and resources are aligned with the leader's priorities
- Work closely with the President to ensure widespread buy-in to it within the party
- Liaise with the Parliamentary party to ensure that they share and act to deliver the leader's goals
- Work closely with the Leaders PA and the Head of Office in his constituency to ensure the allocation of the leader's time reflects his priorities
- Work closely with the fundraising team to help secure the resources to meet the leader's priorities
- Work closely with the Director of Communications and the Leaders Spokesperson to protect the leaders reputation

## **Management**

- Appoint and manage a staff to support the above, including providing them with opportunity to grow and develop their skills
- Represent the leader and speak on his behalf at meetings of the Federal Executive and other formal and informal meetings consistent with the leader's agenda
- Liaise with the constituency office to ensure that the work of the leader's office in Westminster and in the constituency complement each other.

Other responsibilities as required

## **PERSON SPECIFICATION:**

The successful candidate will be strategic, thoughtful and highly organised with outstanding management skills, tact and clarity of thought and action. They will be totally loyal and discreet and will support the leader in all matters.

Specifically they will have:

### **Essential**

- Proven management and financial skills
- Excellent political antennae and judgment
- Outstanding written and verbal communications skills
- A track record of commitment to liberal politics and a first rate understanding of the Liberal Democrats, including evidence of sympathy with its aims and values
- A strong personality, the confidence to take the initiative and make quick judgments
- The ability to juggle a demanding workload
- An understanding of the media and the ability to remain calm and in control when handling difficult and complex issues on the leader's behalf
- A track record of working at a senior level interacting with senior figures from politics, business and elsewhere
- A team player, happy to remain in the background and enjoy the success of those for and with whom they work

**Desirable**

- Strong networks within the party
- Good relationships in business and the media
- A working knowledge of the leader's constituency and political issues of particular relevance to it

**APPLICATION PROCEDURE**

Please apply 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.

Email your application to HR; [rehan.shafiq@libdems.org.uk](mailto:rehan.shafiq@libdems.org.uk)

**Closing date: 09.00 am, Friday 09 October 2015**

**All candidates must ensure their availability for interview between 1500 and 1900 on Wednesday 14<sup>th</sup> October**

**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.**