



Job Description

Job Title	Political Advisor
Purpose	The post holder will develop and enhance ILC-UK's political links and reputation.
Reports to	Director

Direct Reports

Main Responsibilities

1. Take responsibility for developing and enhancing ILC-UK's political links (parliamentary, key opinion formers).
2. Work with the Senior Management team and the Policy and Public Affairs Manager to develop "impact" strategies to further the aims and objectives of ILC-UK.
3. Ensure ILC-UK events attract "a list" political and policy speakers.
4. Develop ILC-UK's political databases, working with the Office and Events Manager and the Policy and Public Affairs Manager.
5. Work, as and when required, on specific projects.
6. Work with the Policy and Public Affairs Manager and the research team to develop and deploy dissemination plans for research projects.
7. Produce project proposals and manage relevant projects. Provide political input to ILC-UK's ongoing and new projects.
8. Monitor political developments. Feed into team and maintain a "forward plan" of political activities and opportunities.
Enhance ILC-UK's reputation with Government, Government departments, Ministers, Quangos and other policy stakeholders. Enhance ILC-UK's relationship with other key stakeholders including in the voluntary sector.
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10. Monitor impact and reach, working with the Policy and Public Affairs Manager.
11. Liaise with Baroness Greengross/ parliamentary office to provide briefings for speeches.
12. Prepare high-quality briefing materials for political audiences and senior internal stakeholders to support ILC-UK's influencing priorities.
13. Identify opportunities and draft responses to parliamentary, government and other consultations.
14. Track the progress of relevant bills and other parliamentary activity.
15. Develop a contact programme for staff and trustees in Westminster, Whitehall and among key decision makers.
16. Use social media to support the ILC-UK's policy objectives.
17. Speak at events and undertake media interviews.



18. Ad hoc public affairs and admin as deemed necessary.

Measures of Performance

An enhanced political visibility for ILC-UK.

Senior political speakers at ILC-UK events.

Increased political profile.

Production of at least three proposals each year.

Projects come in on time and in budget.