

President

Rt Hon Michael Martin MP
Speaker of the
House of Commons

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Rt Hon Gordon Brown MP
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July 2008

Dear Applicant,

Director, Parliament and Government Programme

Thank you for your enquiry. I enclose a job description and person specification for the post of Director, Parliament and Government Programme. Further information on the Programme can be found at www.hansardsociety.org.uk.

To apply for this post please send:

- On not more than two sides of A4, referring to the person specification and job description attached – brief details, giving successful examples of your experience, qualifications and skills in relation to each area;
- On not more than two sides of A4 – your CV, stating your current salary if applicable;
- The names of two referees (who will only be contacted with your permission).

You can send your application by email to f.booth@hansard.lse.ac.uk or by post to:

Recruitment, Hansard Society, 40-43 Chancery Lane, London WC2A 1JA

The deadline for applications is Monday, 8 September 2008 at 5pm. Interviews are likely to be held mid September at our Chancery Lane offices.

We will contact you to inform you as to whether you have been short listed so please ensure that you have provided a contact phone number and email address.

We look forward to hearing from you.

Yours faithfully,



Fiona Booth
Chief Executive



PROMOTING DEMOCRACY • STRENGTHENING PARLIAMENT

Chair Peter Riddell Honorary Treasurer John Sharkey Chief Executive Fiona Booth
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JOB DESCRIPTION

DIRECTOR, PARLIAMENT & GOVERNMENT PROGRAMME

Job Title

Director, Parliament and Government Programme

Responsible to

The Chief Executive of the Hansard Society

Responsible for

Staff working in the Parliament and Government Programme (currently one full time Research Fellow and one full time Researcher) and any interns working on the Programme.

Summary

The Programme Director is responsible for the development and management of the Parliament and Government Programme including overall responsibility for the Programme's research, funding, projects, events, publications and other activities.

Main tasks and responsibilities

- To lead the Parliament and Government Programme in developing achievable work plans, managing their implementation, monitoring, evaluating and reporting on progress to the Chief Executive and Council of the Society;
- To devise and implement new projects and areas of work for the Programme;
- To oversee research and publications produced by the Parliament and Government Programme;
- To manage the budget of the Programme, identify and seek funding for the work and prepare evaluation reports for funders;
- To manage any staff and volunteers appointed to support the Programme including overseeing their projects as well as line management staff responsibilities;
- To carry out projects of your own from inception to delivery;
- To liaise with parliamentarians, parliamentary staff and other key people within Parliament to maintain and develop support for the Programme and the Hansard Society;
- To liaise with academics, funders, journalists and other relevant networks to maintain and develop support for the Programme and the Hansard Society;
- To promote, in conjunction with the Communications Manager, the work of the Programme to relevant audiences and raise public awareness of the issues;

- To work with other programmes and projects of shared interest within the organisation;
- To provide an overview of the *Parliamentary Affairs* journal – liaising with our publishers and editor to oversee our involvement and contribution with the journal;
- To play an active role as a senior manager in ensuring the effective management of the Society and the development of the programmes, and with other staff, to contribute to the forward and strategic planning of the Society.



Person Specification
Director, Parliament and Government Programme

Essential qualifications/experience

- In depth knowledge of politics and parliamentary democracy, gained preferably through both academic study and direct experience of Parliament;
- Knowledge of parliamentary and constitutional reform;
- Experience of managing and carrying out a number of projects simultaneously;
- Experience of managing staff and volunteers;
- Previous experience of dealing with the media;
- Ability to network with a range of people including senior people from politics and government;
- Experience of managing a budget and fundraising;
- Experience of communicating, both verbally and in writing, to senior people from politics and government;
- Knowledge, experience and contacts within wider political networks including public, private and academic sectors;
- Ability to develop innovative ideas and translate them into achievable projects;
- Excellent organisational, research, communication and administrative skills, including IT skills and the ability to be self-servicing.

Desirable qualifications/experience

- High level academic qualification relevant to British politics;
- An understanding of Parliamentary processes and procedures;
- Experience of developing a programme of work in an organisation or department;
- Experience of authoring academic articles and academic level publications;
- Experience in delivering public speeches/lectures on UK politics;
- Experience of organising small and large scale events or involvement in the organisation of events.

Additional Information

This is a full time post based at the Hansard Society office in central London. Our normal office hours are 9.30-5.30 Monday to Friday. Some flexibility may be required.

The salary scale for this post is £33,600 - £37,700, depending on experience.

Following a probationary period, the holiday entitlement is 25 days, plus the days between Christmas Eve and New Year, 7% non-contributory pension contribution and interest free season ticket loan.

Parliament and Government Programme

The Hansard Society's Parliament and Government Programme undertakes high-level research to stimulate reform of Parliament and political institutions and looks at new ways to enhance engagement between the public and our political institutions. The Programme works closely with MPs, Peers, parliamentary committees, academics, civil servants and parliamentary officials and is one of the Hansard Society's key programmes of work. It is central to advising other programmes and plays an important role in the general strategic planning of the organisation.

During 2007-08, the Programme's activities included:

Law in the Making: A major publication, *Law in the Making: Influence and Change in the Legislative Process*, which analysed and assessed the influences on legislation, was launched at a half day seminar in Parliament in July 2008.

Audit of Political Engagement 5: an annual survey and publication which looks at levels of public knowledge and participation in the political process. The survey was launched in March 2008.

'No Overall Control?': The publication of contributions looking at the subject of a Parliament where no single party has a majority in the Commons. The book was launched in March 2008.

Removing Barriers to Engagement: The Programme has undertaken a project which analyses the issues that affect Parliament's engagement with the public.

The Fiscal Maze: The Programme continues to follow up the report, *The Fiscal Maze; Parliament, Government and Public Money*, including giving written and oral evidence to the Scottish Parliament's Finance Committee in June 2008.

Democracy Series: Continuation of a series of pamphlets looking at major issues facing democracy at home and abroad.

Parliamentary Affairs: Work with the Oxford University Press on the Hansard Society's academic journal, *Parliamentary Affairs*, including contribution of regular articles.

At present the following projects are being undertaken or planned:

Audit of Political Engagement 6: the annual Audit, to be published in March 2009.

Removing Barriers to Engagement: Further work is planned on opinion survey data and analysis of the factors that affect Parliament's engagement with the public.

Evaluating Participation Partners: The Programme will continue its evaluation of Participation Partners, a project undertaken by the Ministry of Justice's Democratic Engagement Branch, in conjunction with the organisation, Involve, to provide support and training to central government teams who are carrying out public engagement projects.

The Programme is working on proposals for a number of potential future projects, including further work on the legislative process and parliamentary and constitutional reform.

The Programme Director works with members of his/her team, the Chief Executive, other members of the senior management team and members of Council to develop new projects for the Programme. There is a great deal of scope for the new Programme Director to develop a plan of work of his/her own.

For more information on projects and publications please see www.hansardsociety.org.uk