

Job Description: Political Adviser

Reports to: Head of Reform UK Group Office

Directorate/team: Assistant Chief Executive / Political Group Offices

Grade: Grade 5

Term: 12 months maternity cover

Job Purpose:

To provide political, policy, and organisational support to the newly established Reform UK Group Office at the Local Government Association. This is the first Reform UK Group Office at the LGA, marking a historic step in ensuring the party's councillors are effectively represented.

The Political Adviser will play a central role in supporting Reform councillors, coordinating peer networks, managing media and communications clearance, and assisting with policy development. Working closely with the Head of Group Office, the post will help ensure Reform UK councillors are well supported, effectively represented, and able to maximise the value of LGA membership, while strengthening Reform's influence across local government and its links with the wider party.

Core Accountabilities:

1. Contribute to the delivery of assigned projects and programmes within resource and budget allocations that deliver the LGA's business plan and help councils meet their challenges and priority outcomes.
2. Contribute to the development of networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders
3. Arrange meetings and produce papers and follow up actions as required.
4. Work as part of a team, contributing towards a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.
5. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies
6. Undertake any other duties and responsibilities appropriate to the post.

Role Specific Accountabilities:

1. Support Reform councillors, including the Group Leader and Lead Members, to carry out their roles effectively within the LGA.
2. Coordinate the development and clearance of media lines and draft positions, ensuring councillors are briefed and responses are agreed within demanding timescales, in line with LGA protocols and governance frameworks.
3. Help coordinate the Reform UK national and regional peer networks, ensuring councillors can access experienced peers for guidance, mentoring, and support.
4. Maintain close working links with Reform UK Party HQ and the Parliamentary Party to ensure strong coordination between local government priorities, national policy, and the party's wider political strategy.
5. Maximise councillors' access to the LGA's sector support offer — including training, leadership development, and peer support — to secure the greatest value from membership.
6. Assist in the development of Reform UK's local government policy positions, drawing on councillor experience, sector intelligence, and wider party priorities.
7. Draft articles, newsletters, and communications under the direction of the Head of Group Office to highlight Reform councillors' work and ensure the Group's voice is represented across the sector.
8. Undertake research and prepare briefings for the Group Leader, Group Executive, and LGA representatives to inform decision-making and strengthen Reform's influence.
9. Provide organisational and administrative support to the Group Office, including agendas, papers, and follow-up for meetings, and ensuring smooth day-to-day operations.
10. Contribute to the planning, organisation, and delivery of Reform UK Group events at the LGA and party conferences, showcasing Reform's growing role in local government.

Relevant Contacts:

Reform UK: Group Leader, Group Executive, councillors, national and regional peers, Party HQ, Parliamentary Party

Local Government: LGA member councils, elected members, council leaders and group leaders

LGA: Lead members, policy teams, media and public affairs, events team, special interest groups, senior management team

Other: Political groups, national and regional organisations, sector partners and stakeholders

Person Specification: Political Adviser

Qualifications

- Educated to degree level or equivalent experience

Knowledge and experience

- In-depth understanding of local and/or central government and how they operate, with a particular focus on the role of councillors and local authorities.
- Strong political awareness and understanding of the UK political system, including the role of Reform UK and its priorities.
- Experience in a political, policy, or communications environment, with proven ability to support elected members and draft clear, persuasive material.
- Familiarity with media handling and clearance processes, including working to tight deadlines.
- Experience of building and maintaining effective relationships with councillors, senior officers, or political stakeholders.
- Experience of researching complex issues, writing reports and preparing comprehensive briefings in a political environment.

Skills and abilities

- Excellent communication skills, written and oral, with the ability to summarise complex information, brief councillors, and influence effectively.
- Political sensitivity, with sound judgement, discretion, and confidentiality when working with politicians and officers at every level.
- Excellent organisational skills, with the ability to prioritise competing demands and deliver under pressure.
- Strong interpersonal skills, with the ability to build constructive relationships with members, colleagues, and partners based on professionalism and respect.
- Strong IT skills, including Word, Excel, and PowerPoint, with the ability to learn new systems quickly.
- Ability to work effectively as part of a small, fast-moving team, stepping in flexibly where needed.
- A proactive, tenacious, and positive approach, with readiness to adapt to changing circumstances.