

LIBERTY

Recruitment Pack: Director of External Affairs

POSITION DESCRIPTION	
Position title:	Director of External Affairs
Position reports to:	Reports to Director
Employment status:	Permanent
Salary:	£80,548
Hours:	35 hours per week, plus occasional out of hours work consistent with an SLT position (for which TOIL is available)
Location:	Hybrid – minimum 2 days a week in the office, Westminster, London. The SLT typically work at least 3 days per week from the office.
Closing date for applications:	Monday 14 September at 9am
Interview dates:	First round 22 September (online), second round 2 October (in person at our Westminster Office) Due to diary constraints, we will not be able to offer alternative interview dates, so we encourage candidates to keep these dates free.

About you and the role

You will be a mission-focussed, bold and strategic leader who can lead and inspire teams, embed effective cross-team systems and practice, and deliver high-impact work in a fast-paced and challenging external context.

Leading our external relations directorate, you will work across policy and public affairs, communications and engagement, and legal, to devise and deliver strategies to deliver our mission and campaign goals, shape national debate, influence decision-makers, and strengthen Liberty's reputation as a trusted, principled and independent voice on human rights and civil liberties. You will build influential and impactful relationships with government, decision-makers, think tanks, NGOs and media partners, and explore new partnerships across other sectors to broaden our impact and reach.

You will have exceptional delivery skills, as well as demonstrable experience delivering through and across external-facing functions in multi-disciplinary and complex mission-driven, values-based organisations, balancing both longer-term proactive work as well as reactive work. You will need to

demonstrate exceptional political judgement and insight, a proven track record of influencing, and strong experience of managing organisational risk in a fast-paced, complex and sometimes hostile external context. You will have an excellent grasp of detail as well as the ability to communicate complex issues well to a wide variety of stakeholders, including as a leading spokesperson for Liberty.

As a member of a small Senior Leadership Team, you will be delivering organisation-wide work for which you will need demonstrable experience of leading and delivering complex internal work, excellent communications skills, the confidence and experience to embed a values-based approach across organisational functions, and the ability to work collaboratively and in an agile way.

KEY RESPONSIBILITIES

Strategy and leadership

- Taking an active and collaborative role in the Senior Leadership Team (SLT), including in developing, driving and delivering the organisation's short, mid- and long-term strategy with a particular focus on policy and campaigning, communications and engagement and legal work. Take overall responsibility for developing and maintaining effective cross-team working mechanisms to achieve these goals.
- Work with the Director to take a leading role in developing and implementing Liberty's long-term strategy in particular strategic external stakeholder relationship management.
- Oversee the development, implementation and evaluation of creative, high-quality, multi-disciplinary strategies for advancing Liberty's objectives, as established in Liberty's strategic and organisational plans.
- Lead and direct multi-disciplinary teams to design and deliver Liberty's policy and campaigns, communication and engagement, and legal work by delivering the annual work planning process for Liberty's external work, ensuring that teams are delivering high-quality activity to deliver Liberty's 2026-2029 strategy.
- Together with SLT, lead on all significant internal organisational change projects.
- Hold responsibility for Liberty's Policy Council, ensuring that Liberty's Policy Council papers are strategic, timely and supportive of Liberty's overall work and play an active role in supporting and contributing to the Board of Directors, AGM and Liberty Investigates' Editorial Advisory Board as required.
- Together with SLT, lead on embedding the culture and values of the organisation through all of our work, and ensure these processes support the development and maintenance of a culture which is strategic, impactful, values-led, high-performing, and wellbeing and development focussed.
- Act as an influential and authoritative spokesperson for Liberty, taking part in broadcast and print interviews, writing articles and representing the organisation at events, across the full spectrum of the organisation's work.

KEY RESPONSIBILITIES

Delivery and implementation

- Build and maintain a network of contacts and strategic alliances across government, NGOs, media, think tanks and funders to ensure the organisation can leverage opportunities to influence.
- Oversee the Communication Strategy in conjunction with the Head of Communications and Engagement and be responsible for its delivery through annual team workplans and ensuring the effective delivery of all Liberty's media content, aligning responses with agreed positions and ensuring all spokespeople are trained and briefed accordingly.
- Oversee Liberty's internal communications strategy.
- Direct the design and delivery of plans for strategic litigation, supporter mobilisation, public campaigning and political engagement across Liberty's areas of work.
- Oversee the production and publication of Parliamentary briefings, policy analysis, research and campaigning materials.
- In line with the organisation's strategic plans, to have overall responsibility for the setting and monitoring of expenditure budgets for the teams under the External Relations Directorate and supporting Heads of Department/ Managers with the development and monitoring of expenditure. To have overall responsibility for the External Relations Directorate compliance with the finance policy.
- Conduct rigorous evaluation of Liberty's external engagement and campaigning work.
- Oversee relationships with relevant third parties e.g., consultants, polling companies and brand development agencies Liberty commissions for work.
- Working closely with the Director, Head of Communications and through the Individual Giving Team, provide strategic leadership and oversight of the Individual Giving function, holding overall responsibility for the delivery of effective plans to achieve agreed income targets of c£700,000 per annum and ensuring that IG pipeline analysis and multi-year projections are fed into income projections.

Collaboration

- Keep up to date with developments in politics, human rights and civil liberties in the UK including maintaining strong political instincts and an understanding of what influences policy-makers. Proactively monitor parliamentary business, government announcements and media coverage to keep on top of political trends.
- Be an active and visible member of the Senior Leadership Team.
- As required, support the Philanthropy team through attending funder/donor meetings and drafting and reviewing funding applications/reports relevant to your directorates work and, lead on ensuring that the policy and campaigns, legal, and communications and engagement team collates and produces evaluation data for funder reporting as required and in a timely manner.

KEY RESPONSIBILITIES

Line Management

- Provide regular, effective and personalised leadership and line management to the Heads of Policy and Campaigns, Legal, and Communications and Engagement. Ensuring direct reports are empowered, informed and well-supported to deliver their individual and collective objectives. Supporting them to develop their team members in their roles and build their experience and expertise.
- Lead, oversee and support the Policy and Campaigns, Communications and Engagement and Legal teams, ensuring that teams perform to a high professional standard, and are supported to develop, while providing flexible support to other teams across the organisation.
- Ensuring that the organisation's strategic plans are operationalised across all Directorate functions and that delivery is effectively prioritised, planned, delivered and monitored.
- Maintain a strong focus on what's needed to facilitate exceptional delivery.
- Clearly communicate organisational direction and change.
- Provide timely and constructive feedback to new initiatives and reviews including working with those you line manage.
- Lead on ensuring the work of all the external relations is effectively represented, platformed and celebrated across the organisation.
- Deliver regular high-quality all staff briefings.

General

- Attend and participate in Liberty events as needed, including duties outside of office hours.
- Take part in the on-call weekend press rota, and play a role in reputation management particularly in the event of any crisis.
- Perform other duties as directed and necessary to the proper performance of the role.

SELECTION CRITERIA		Essential	Desirable
Knowledge & experience	Experience in strategy development and implementation, and operational development and delivery including budgetary plans	✓	
	Experienced leader of operational functions and cross team people leadership in a values-led organisation	✓	
	Demonstrable management experience	✓	
	Experience of balancing strategic leadership with hands on delivery	✓	
	Influencing experience with government and external stakeholders on complex issues and ability to defend and explain complex issues and positions at the highest level	✓	
	Deep understanding of human rights and civil liberties issues in the UK		✓
	Experience of leading and delivering creative, multi-disciplinary and impactful campaigns	✓	
Competencies	Demonstrable ability to exercise exceptional political judgement and offer strategic insight	✓	
	Strong interpersonal skills, empathy, and ability to communicate effectively and proactively with a wide range of internal and external stakeholders	✓	
	Exceptional communications skills- written and verbal- and an ability to represent Liberty externally in all areas on high-risk topics	✓	
	Capacity to plan and prioritise appropriately and to manage multiple, sometimes competing demands efficiently in a challenging, fast-paced environment	✓	
	Ability to build influential and impactful relationships across a range of relevant stakeholders including government, NGOs, media, think tanks and funders	✓	
	Ability to take a reflective and evaluative approach to work	✓	
Values	Commitment to human rights and Liberty's cross-party, non-party status.	✓	
	Commitment to building a fair, compassionate, and diverse working environment	✓	

Important Information

1. Application forms should be uploaded as a pdf document to the [Job Board](#) via our website with the job title as the subject no later than: **9am, Monday 14 September 2026.**

Applications received after the closing date will not be considered. We cannot accept CV's.

2. You will receive an automatically generated response confirming receipt. If you **DO NOT** receive this response please check your junk folder. Any questions or issues, please contact HR@libertyhumanrights.org.uk

First round interviews will be online and scheduled for Tuesday 22 September 2026.

Second round interviews will be held on Friday 2 October 2026 in-person at our offices in Westminster.

Details of the interviews will be confirmed by email.

3. Applicants who have not been short listed will be notified by email. **Due to our limited resources, we are unable to provide feedback on applications.**

Interview panels will be made up of two to four people who will each ask the candidates questions. The questions are intended to allow you to expand on your application and to demonstrate to the panel how far you meet the essential and desirable requirements of the post. All candidates are asked a uniform set of questions (usually five or six) and may also be asked follow-up questions to clarify or expand on individual answers. At the end of the interview candidates will also have an opportunity to ask questions about the job, conditions of service, etc.

4. Shortlisted candidates may be asked to complete a pre-interview or written task.
5. Once all interviews have taken place, shortlisted applicants will be contacted and informed of the outcome either by email or phone and offered the opportunity to receive feedback.
6. If you have a special requirement for completing the interview or a task due to an impairment or connectivity reasons, please contact us at HR@libertyhumanrights.org.uk.
7. You can find our privacy notice for job applicants [here](#).