

## Head of Policy: Job description

Title:	Head of Policy
Team:	Public Affairs
Line Manager:	Director of Public Affairs
Duration:	Permanent contract
Location:	Central London, NW1 1BU
Starting date:	September 2018
Salary:	£47,000 - £52,000 depending on experience
Working hours:	Full-time, although part-time will be considered
Minimum qualification:	Degree / Level 6
Key relationships:	Parliament, civil service, peer organisations, research community, portfolio charities, staff across the organisation

## About Impetus-PEF

Impetus – The Private Equity Foundation (Impetus-PEF) transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life. We find, fund and build the most promising charities working with these young people, helping them to have a bigger impact on more young lives. Our experience with our charities, combined with hard-edged data analysis and research, enables us to influence policy and resources so that all young people are getting the best chance to succeed.

## About this role

Young people from poorer families do worse at school, are less likely to get in to university and struggle to find and keep jobs. Evidence from our charities demonstrates that, with the right support, all young people can succeed, irrespective of background. We find what works and ensure that it is targeted at the young people who need it. We share this evidence with decision makers to influence policy and funding, so that all young people get the support they need. This is where you come in.

Policy is a strategic priority for Impetus-PEF, alongside our work with charities and other partners. We are looking for a Head of Policy to lead the delivery of our policy, research and stakeholder relations work, working with the Director of Public Affairs to set strategy and managing the Research and Policy Manager.

You will need to have the gravitas to engage confidently with senior leaders and the intellectual curiosity to cultivate our in-house expertise on the issues effecting young people from disadvantaged backgrounds. You'll be able to see a project through from conception to execution and have a team-orientated approach to your work, valuing internal relationships as highly as external ones. You'll have a background in policy and stakeholder relations, ideally with a good grasp of youth employment policy and education. You will have confidence around data analysis, a good understanding of the workings of Government and Whitehall and a clear and persuasive writing style.

You'll be joining an organisation doing pioneering work to transform the lives of young people in this country, as part of a dynamic, driven and friendly team.

### **Key responsibilities**

- Developing a cutting-edge research and policy agenda and stakeholder outreach strategy, working with the Director of Public Affairs and Senior Management Team
- Identifying and seizing opportunities for influencing public policy to improve the employment and education outcomes of young people from disadvantaged backgrounds
- Overseeing a wide range of high quality written outputs for various audiences including well evidenced, targeted research reports, policy briefings, blogs, consultation responses, government facing communications and tenders
- Planning and running speaking events and policy seminars, identifying further opportunities for external profile raising
- Representing Impetus-PEF at our own and external speaking events, including giving evidence to committees
- Establishing, promoting and maintaining strong relationships across all the political parties and Whitehall, strengthening Impetus-PEF's reputation as a rigorous and trusted source of analysis and ideas
- Developing strong partnerships with relevant peer organisations and stakeholders in the education and employment space
- Keeping Impetus-PEF up-to-date with developments in education and youth employment policy
- Working with the communications team to maintain and grow our external profile, hone our messaging and increase our visibility across all media
- Working with Investment Team colleagues to understand and communicate the impact of our charities on disadvantaged young people
- Supporting the policy/comms leads in our charities to effectively engage with policy
- Line-managing, motivating and developing the Research and Policy Manager and contributing to the Public Affairs Team's objectives and KPIs

### **Personal specification**

- Qualified to degree level, or Level 6 equivalent. A qualification in social policy or politics would be an advantage
- Knowledge of the policy landscape in which Impetus-PEF operates, including first-hand experience in one or more of the following areas: employment, education, social investment, inequality and social mobility, third sector

- A strong general understanding of the UK political and policy environment
- Experience of leading the development and managing the production of policy outputs (including managing external contractors) including research reports, briefings and consultation responses, with an eye for detail and accuracy
- Experience of complex research and evaluation including interpreting quantitative and qualitative data
- Excellent communication skills, including experience of communicating complex data for policy audiences
- Strong interpersonal skills including the ability to negotiate and influence successfully
- Curiosity and strategic thinking, with the ability to analyse and solve complex problems
- Excellent organisation, prioritisation, and project management skills
- A clear, concise and persuasive writing style
- Experience of line management and ability to work as a team player, generating trust and loyalty
- A commitment to setting, tracking and using key performance indicators to evidence the impact of our policy work
- A strong commitment to equal opportunities and diversity in the workplace

## How to apply

**If you are interested in applying for this role, please email a one or two page CV and a one page cover letter about why you are interested in the role, to [recruitment@impetus-pef.org.uk](mailto:recruitment@impetus-pef.org.uk)**

Application deadline: Midday (12:00), Thursday 14 June 2018

Shortlisting: Monday 18 June 2018

Interview dates: 1<sup>st</sup> round: Tuesday 26 & Wednesday 27 June 2018

2<sup>nd</sup> round: Friday 6 July 2018

Impetus-PEF reserves the right from time to time to make reasonable changes to this job description, to take account of organisational changes.

Impetus-PEF is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.