

Research Fellow

Welcome

Thank you for your interest in the role of research fellow at the Institute of Public Policy Research (IPPR). IPPR was launched in 1988, with the aim of generating and researching alternative, progressive policy ideas. Over more than three decades since, IPPR has worked to ensure that ideas that once seemed impossible have become reality. We are passionate and committed to working towards a fairer, greener, and more prosperous society through our pioneering research as the UK's leading progressive research charity.

From making the early case for the minimum wage and taking regional inequality to the top of the political agenda, to proposing a windfall tax on energy companies, our research and policy work has put forward practical solutions for the crises facing society - to enable justice, progress and change. In 2004, IPPR North was launched to lead work on devolution and regional inequality and connect our work more deeply with people of the villages, towns and cities too often been neglected by national policymakers. A decade later came the launch of IPPR Scotland, with the aim of shaping progressive policy north of the border as increasing powers were transferred to the Scottish parliament.

We are looking to recruit a talented researcher to join the public services team, based in the heart of Westminster. You will contribute to IPPR's research and policy work by delivering high-quality analysis, developing evidence-based policy ideas, and supporting the design and delivery of projects focused on public services and the challenges facing children and young people. Working collaboratively with colleagues across IPPR and with external partners, the role combines research, policy development, project support, and communications to help shape influential policy debates and drive positive change in the UK.

You'll be joining a passionate, mission-led team during a period of growth and impact. This role offers the opportunity to contribute meaningfully to influential research and policy at an exciting time in UK politics.

If you believe you have the skills and qualities we are seeking, we would be very pleased to hear from you.

About us

The Institute for Public Policy Research (IPPR) is an independent charity working towards a fairer, greener, and more prosperous society.

We are researchers, communicators, and policy experts creating tangible progressive change, and turning bold ideas into common sense realities.

Working across the UK, IPPR, IPPR North, and IPPR Scotland, and through our pioneering participative research, we are deeply connected to the people of our nations and regions, and the issues our communities face.

We have helped shape national conversations and progressive policy change for more than 30 years. Today, our work drives social, democratic, environmental, and economic progress by securing:

- well-funded and reformed public services (health, care, housing, education) and social security that ensures everyone has access to the basics they need to flourish
- a renewed democracy which gives everyone a voice in society and passes power down to people, places, and communities, alongside a fair and compassionate immigration system which supports social integration
- a modern, green economy that delivers prosperity and justice to all people and places through actively shaping markets for social good and tackling concentrations of wealth and power.

LANDMARK RESEARCH

Over the last two years, IPPR has made significant contributions to the AI policy debate. In ["Transformed by AI"](#) we estimated the degree to which the UK jobs market could be impacted by generative AI and outlined the various tools that could be used to manage it. This included the call for a job-centric industrial strategy for AI. In ["the new politics of AI"](#) also called for a [re-think of AI policy](#), to make it more mission aligned and linking it more to democratic deliberation. In ["the direction of AI innovation in the UK"](#) we produced a first-of-its-kind quantitative measure of AI innovation and highlighted where policy currently falls short.

Our landmark reports have included the Commission on Economic Justice, a two-year inquiry to examine the challenges faced by the economy, which brought together leading figures from business, trade unions and civil society, including the Archbishop of Canterbury, the head of the City of London Corporation and the general secretary of the TUC. Its [2018 final report](#) won broad support for its bold proposals to fundamentally reform the UK economy, and is still shaping debate today.

IPPR's cross-party Environmental Justice Commission was established to respond to the climate crisis and put forward a Green New Deal plan for the UK to move to net zero. Its [influential report](#), designed to secure public support for the transition because it put fairness at its heart, was published in 2021. A further IPPR [Commission on Health and Prosperity](#) has recently concluded and was lauded by Wes Streeting, the secretary of state for health and social care.

Throughout IPPR's history, the Institute has meanwhile incubated and launched a series of practical initiatives to test and demonstrate our ideas in practice, including [Frontline](#), [Think Ahead](#), and [The Difference](#). We also incubated [Centre for Cities](#) which became independent in 2007 and more recently, [Workwhile](#), which became independent in April this year.

Across the decades, generations of IPPR leaders, researchers and communicators have helped to transform the climate of ideas and propose practical policies to put them into effect, work which continues today. Our alumni community have gone on to work at the highest levels of the media, government, parliament, business and civil society organisations.

Job description

Job title: Research Fellow

Responsible to: Associate Director for Public Services

Contract: Permanent

Hours: 37.5 hours a week (IPPR is undertaking a six-month trial of reduced working hours from 1 January, with a standard working week of 35 hours)

Salary: £43,760 to £54,011 per annum depending on experience, plus benefits

Role purpose:

You will contribute to IPPR's research and policy work by delivering high-quality analysis, developing evidence-based policy ideas, and supporting the design and delivery of projects focused on public services and the challenges facing children and young people. Working collaboratively with colleagues across IPPR and with external partners, the role combines research, policy development, project support, and communications to help shape influential policy debates and drive positive change in the UK.

Main responsibilities:

Research and policy

- Conduct research, sometimes independently, relating it to practical policy implementation.
- Contribute to the development of robust, evidence-based policy ideas and solutions.
- Draft, edit and contribute to a range of research outputs, including reports, summaries, blogs, policy documents and literature reviews.
- Support senior staff with the development, delivery, and fundraising of projects.
- Monitor and stay up to date with political and policy developments across the UK.

Administration and project management

- Provide project and administrative support to other research staff in the team.

- Undertake research administration, including coordinating meetings, surveys, focus groups, and travel, as well as providing administrative support for funding bids and proposals.
- Support budget and financial management by setting up and maintaining accurate electronic and hard-copy records.
- Organise and support the delivery of research events in line with project objectives.

Profile and external relationships

- Develop and maintain effective relationships with stakeholders across politics, business and academia, as well as colleagues across IPPR.
- Support the dissemination of IPPR's work by organising and facilitating events and conferences, and by writing external communications such as project updates, newsletters, articles and blog posts, press releases, and website content.

Corporate role and internal relationships

- Actively contribute as a member of IPPR, including participating in research discussions and team meetings.
- Work proactively and on own initiative to support other teams and contribute to wider organisational forums.
- Contribute to the intellectual capital of IPPR through sharing ideas, insight, and expertise.

Person specification

Essential skills and experience

- Expertise in, and an interest in, public services policy and/or policy relating to the challenges faced by children and young people.
- Proven experience of delivering research and developing appropriate research methodologies.
- A keen interest in politics, government, and the public policymaking process, with the ability to work across a range of policy agendas.
- Excellent written communication skills, with the ability to write clearly and effectively for a range of audiences and formats (e.g. short, succinct pieces for press and websites, summaries, and detailed research reports).

- Strong interpersonal skills, with the ability to build positive and confident relationships with a wide range internal and external stakeholders.
- Ability to work independently, manage competing priorities, and operate effectively in a fast-paced and dynamic environment.
- Excellent attention to detail, alongside strong organisational and administrative skills.
- A desire to deliver creative ideas and work in a research and/or policy setting.
- Lived experience of disadvantage and/or an understanding of social injustice.
- A clear commitment to the values, mission and ethos of IPPR.

Terms of appointment

Working at IPPR

Joining IPPR means being part of a progressive organisation that values work-life balance, professional development, and employee wellbeing. We offer generous leave allowances, flexible working arrangements, and a collaborative, inclusive culture. Our offices are located in London, Manchester, and Edinburgh, with many staff working remotely part of the week.

Salary

The salary for this role is £43,760 to £54,011 per year plus benefits on a full-time basis.

Appointments are typically made at the lower end of the pay scale. Our pay framework is designed to recognise and reward the development of knowledge, skills and experience over time. We support career progression through annual performance reviews, and base pay is reviewed annually.

Contract period

This is a permanent contract.

Location

The role is based in our London office, located in the heart of Westminster. We value the benefits of in-person collaboration and ask staff to spend at least 40 per cent of their working hours in the office. We are committed to flexible working and will consider a range of arrangements for the successful candidate. We're open to shaping the role around the right person, and all working patterns can be discussed at interview stage.

Annual leave

We offer 25 days of annual leave, plus bank holidays and five additional closure days over Christmas.

Pension

We recognise how important it is to help you save for your retirement and offer a defined contribution group stakeholder pension scheme with Aviva. You can choose to contribute up to 5.5% of your annual salary and IPPR will match your contribution.

Probation period

All roles are subject to a six-month probation period, during which notice is two weeks. This is a chance for us to support your induction and development, ensuring you have the tools and guidance to succeed in your new role.

Additional benefits

Wellbeing support: We provide access to occupational health services, Mental Health First Aiders, and a 24/7 Employee Assistance Programme offering in the moment support and counselling, legal and financial advice, and specialist support and signposting services.

Family-friendly policies: We offer generous carer and parental leave, and family friendly policies designed to support staff with their family commitments, including up to 21 weeks maternity, adoption or shared parental leave at full pay, and six weeks' paid paternity leave.

Flexible working: We support a variety of flexible working arrangements, allowing staff to adjust their working day to suit their individual needs. We also offer paid time off to deal with emergencies and unexpected events.

Learning and development: We are fully committed to the learning and development of our staff, and as part of our team you can look forward to quality training and development opportunities. We believe in helping all our staff to make the most of their talents and realise their full potential - that's why we provide everyone with the opportunity to develop and offer five days paid study leave per year.

You will have the opportunity to undertake development to meet the needs of your role and for professional and personal development through formal and informal development opportunities and on-the-job training. Everyone has regular career development conversations, with their manager and we encourage learning to be shared.

Union and staff networks: We offer the option to join a trade union and have thriving staff-led networks to make sure everyone has a voice. These provide an outlet for sharing experiences and empowering colleagues to build an inclusive culture across IPPR. Hearing thoughts and ideas from our colleagues about how and where we can improve is key to us being a great place to work and is central to our values, ethos and objectives as a progressive organisation.

Giving back: We offer three days paid special leave to participate in volunteering activities.

Equality, diversity and inclusion: IPPR is committed to equality of opportunity and welcomes applications from all sections of the community, and from applicants with a range of professional and lived experiences. As an organisation engaging in critical debate about a wide range of progressive policy issues, we value the creativity and range of perspectives that a diverse team can provide.

How to apply

We hope you will consider making an application.

To apply, please send **one PDF document** containing:

- your CV (no more than three sides), and
- a supporting statement (no more than two sides).

Your supporting statement

When preparing your supporting statement, please:

- refer to the job description and person specification
- explain why this role is the right next step for you
- set out, under separate headings, how your knowledge, skills and experience meet the requirements of the role
- provide examples where possible.

If you pass to interview stage, we will also ask you to prepare a short written task or presentation question.

Equality and diversity monitoring

We would also be grateful if you complete the [equality and diversity monitoring form](#). This information is collected for monitoring purposes only and is not considered as part of your application.

Submitting your application

Please send your completed application to applications@ippr.org, quoting reference RF/FEB.

Closing date: 5pm on Monday 2 March

Interviews: Wednesday 11 March, at our London office

Our commitment as a disability confident employer

We are proud to be a Disability Confident – Committed Employer. This reflects our commitment to ensuring our recruitment processes are inclusive, accessible and supportive of disabled applicants and employees. As part of this commitment, we guarantee an interview to disabled applicants who meet the essential criteria for this role.



How to let us know if you wish to opt in

If you would like to be considered under the disability confident interview guarantee, please let us know in the covering email accompanying your application.

This information is collected separately from our equality and diversity monitoring form and is only used by HR for the purposes of the recruitment process. HR will review applications against the essential criteria and ensure eligible candidates are progressed to interview.

To help ensure an inclusive and accessible interview process, we ask all shortlisted candidates whether they have any access or other requirements.

Requesting reasonable adjustments

We want every candidate to have a fair and positive experience and to be able to perform at their best throughout the recruitment process. If you require any reasonable adjustments at any stage - for example information in an accessible format, additional time for assessments, or support during interviews - please contact us at recruitment@ippr.org as early as possible.

All requests for reasonable adjustments will be treated confidentially and will not affect the outcome of your application.

What happens next

We are committed to informing all applicants of the outcome of their application, but in some cases, due to the large number of applications we receive for certain jobs, this may take a while. Unfortunately, we are unable to provide individual feedback to those whose applications have not been shortlisted.

We wish you every success with your application and thank you for your interest in IPPR.

Applicants guide: Right to work in the UK checks

Overview

UK employers are legally required to conduct Right to Work Checks. This is done to verify that their prospective employees have the appropriate and valid permission to work in the United Kingdom. This requirement is set out under the Immigration, Asylum and Nationality Act 2006, specifically Sections 15 to 25, and is supported by Home Office guidance that is updated regularly.

You'll need to prove your right to work in the UK before you start working for us, whether permanent, temporary, part-time, or casual. How you do this depends on your nationality and what kind of permission you have to work in the UK. This process must be applied consistently to all candidates, ensuring non-discriminatory practices irrespective of nationality, race, or ethnicity.

To verify a job applicant's right to work in the UK, the employer is required to check and retain evidence of from a list published by the Home Office. You can access the list [here](#). We are unable to accept applications from candidates that cannot provide documentary evidence of right to work in the United Kingdom, and we will not be able to confirm employment until this documentation has been produced. You must produce an original document – photocopies are not acceptable under the Act.

Please be aware that IPPR is not a sponsoring organisation. Therefore, you must already possess the right to work in the UK or be able to secure the right to work in the UK independently.

1 If you're a British or Irish citizen

If you're a British or Irish citizen, you can prove your right to work in the UK with either of the following:

- a British passport
- an Irish passport or passport card

Your passport or passport card can be current or expired.

If you do not have a passport or passport card, you can prove your right to work with one of the following:

- a UK birth or adoption certificate
- an Irish birth or adoption certificate
- a certificate of registration or naturalisation as a British citizen

You must also give your employer an official letter or document from a previous employer or a government agency.

For example, you could use a letter from HM Revenue and Customs (HMRC), the Department for Work and Pensions (DWP) or the Social Security Agency in Northern Ireland.

The letter must show your name and National Insurance number.

2 If you're not a British or Irish citizen

If you're not a British or Irish citizen, you can prove your right to work with:

- a share code - you can [get a share code online](#)
- your [eligible immigration documents](#)

You can choose which option you use.

If you cannot prove your right to work

If you're not a British or Irish citizen, your employer can check if you can work with the [employer checking service](#).

If you're a Commonwealth citizen, you may be able to [get documents to show that you can work in the UK through the Windrush Scheme](#).

If you have any further queries about these provisions, please do not hesitate to ask.