

Researcher, international policy

Welcome

Thank you for your interest in the role of researcher, international policy 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. The recent conclusion of IPPR's Commission on Health and Prosperity was not just highly influential with the government, but also mainstreamed the idea that one of the key issues holding our economy back, is the poor health of the nation. 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 now at an incredibly exciting time for the organisation, with the advent of a new government, new IPPR research teams - including a new IPPR International team - and are looking to recruit a new researcher role to support the development of our international policy programme.

This is a vital role at IPPR over the coming months, as we expand our international policy team in a fast-changing, challenging global landscape. The successful candidate will have a real opportunity to help meet these challenges and secure progressive outcomes, working closely with the major political parties in the UK.

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

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](#), [The Difference](#) and most recently [Workwhile](#). We also incubated [Centre for Cities](#), which became independent in 2007.

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: Researcher

Responsible to: Associate Director, international policy

Contract: 12-month fixed term contract with possibility of extension

Hours: 30 to 37.5 hours a week (open to flexible working patterns)

Salary: £35,850 to £44,225 per annum depending on experience, plus benefits

Main responsibilities:

Research and policy

- Conduct relevant project research and relate it to practical policy implementation
- Analyse policy documents and draft and edit research and policy reports for the international team, including literature reviews
- Assist the team in developing funding proposals for new research projects
- Undertake quantitative and qualitative research, including analysis of existing data sets and conducting research interviews.

Administration and project management

- Provide research, project and administrative support to the international team, including maintaining accurate records, coordinating meetings, surveys, interviews, and travel, and supporting with stakeholder and financial/budget management and funding bids/proposals
- Support the international team in organising project events including roundtables and launch events.

Profile and external relationships

- Develop a network of relevant public policy contacts, and maintain relationships with existing funders, and support and assist with fundraising
- Remain on top of the international policy debate in focal areas, including the international events programme, as well as outputs from government and other international policy actors
- Assist with the dissemination of the team's work by organising and facilitating events and conferences and writing external communications including project updates, newsletters, articles, blog pieces and website content
- Work with journalists and the media and undertake interviews where appropriate.

Corporate role and internal relationships

- Be an active member of the research team as well as participating in wider IPPR, IPPR North and IPPR Scotland staff and researchers' meetings
- Play a proactive role in contributing to the work of the international team and IPPR's values.

Person specification

We welcome applications from people with a range of professional and lived experiences. We would like to stress that experience of working in a think tank is not required, and we'll give you full support to expand your skills, enhance your expertise and maximise your potential along your career journey.

Essential knowledge, skills and experience

- Proven skills and experience in research and research methodology
- A knowledge of quantitative research methods and a willingness to learn
- An understanding of politics, government and the public policy making process or an interest in deepening understanding
- Knowledge or experience in one or more of the following areas: UK foreign policy, the UK's relationships with other countries / blocs (e.g. EU, US, China etc) international development policy, international climate policy, international finance, international relations, geopolitics and geoeconomics
- Excellent writing skills and the ability to write engaging and varied copy including short, succinct pieces for press and website, and detailed research reports
- Strong verbal communication skills including the ability to present research
- Excellent interpersonal skills and an effective communicator, capable of working confidently and collaboratively in a team and with people at all levels of the organisation, as well as external stakeholders
- Ability to work independently and take initiative, dealing with conflicting demands in a high-pressured environment
- Excellent organisational and administrative skills
- Ability to organise events such as seminars and conferences
- Lived experience of disadvantage or sound understanding of social injustice
- Commitment to the values and ethos of IPPR including diversity and inclusion.

Terms of appointment

Working for IPPR brings a range of benefits, with generous leave allowances and a commitment to work-life balance. We have offices in Manchester, London and Edinburgh and many staff work remotely for part of their week.

Salary

The salary for this role is £35,850 to £44,225 per year plus benefits on a full-time basis.

Contract period

This is a fixed term contract for 12 months starting in February 2025.

Location

This post will be based in our London office, right at the heart of Westminster, with staff expected to be in the office at least 40 per cent of their working hours. As part of our commitment to flexible working we will consider a range of options for the successful applicant to fill the post. All options can be discussed at interview stage.

Annual leave

We offer a generous 25 days of annual leave plus bank holidays and five additional Christmas closure days per year.

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 we will match it.

Probation period

All appointments are subject to a six-month probationary period. This is a chance for us to support your induction and development, and make sure you have all you need to settle into IPPR and be effective in your new role. During probation you are required to give two weeks' notice.

Additional benefits

Wellbeing at work

We provide a number of ways to support your wellbeing including an occupational health service, Mental Health First Aiders and Employee Assistance Programme which is available 24 hours a day, 365 days a year. This offers in the moment support and counselling for home-life and work-related issues as well financial and legal support, specialist information and signposting services.

Family friendly

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're open to 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, unexpected situations and certain other unplanned special circumstances.

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 make an application, please send as one document (in PDF format):

- your updated CV (no more than three sides)
- a two-page supporting statement that sets out under separate headings why you think this role is the right move for you and how you meet the knowledge, skills and experience criteria.

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

Please send your completed application to applications@ippr.org quoting **ref. IPR/Jan**

Closing date for applications: 24 January 2025

Interviews will take place in our London office on 3 or 4 February

Please contact us at recruitment@ippr.org if you need any help or adjustments to apply for this role or the application materials to be sent to you in a different format.

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

IPPR is legally required under the provisions of the Immigration, Asylum and Nationality Act 2006 to verify, prior to the commencement of employment, that any individual undertaking work for the institute, regardless of duration and contractual status, is eligible to work in the UK. A right to work check is a Home Office requirement to establish that each individual working at the institute has the right to work in the UK before they start their employment.

In doing so, we emphasise that we do not discriminate against any applicant on the grounds of their race, nationality or ethnic origin and we will continue to uphold equal opportunities in recruitment and selection in line with the Equality Act 2010.

This is why we are informing all potential job applicants of this requirement right at the start of the recruitment process. We feel it is fair to alert all potential job applicants to this situation as soon as possible so that anyone who needs a document can make arrangements to get one well in advance.

To verify a job applicant's right to work in the UK, the employer is required to see, and keep a copy of either one document, or two documents in defined combinations, from a list published by the Home Office. You can access the list [here](#)

Whatever document you produce, it should relate to you personally. A document that relates to your spouse, next of kin, guardian or any other person would *not* be acceptable under the Act.

You will need to produce a document on your first day at work. 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.

Applications from job seekers who require a skilled worker visa and sponsorship to work in the UK are welcome and will be considered alongside all other applications.

The skilled worker visa is for workers who have a skilled job offer and a certificate of sponsorship from a UK employer with a valid sponsor licence. The skilled worker visa applicant will need to gain enough points under the UK visa system.

The new UK points system was introduced on 1 December 2020 and included a number of significant changes to the points-based system. The skilled worker visa replaced the Tier 2 visa scheme and allows entry to the UK on a long-term basis to fill a skilled job vacancy.

For further information please visit the UKVI website here:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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