

Corporate and governance officer

Welcome

Thank you for your interest in the role of corporate and governance officer 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 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 pioneering human rights law, to developing the Child Trust Fund and a windfall tax on energy companies, our research and policy work puts forward bold but actionable solutions to societal problems.

We are looking to recruit a corporate and governance officer in our operations team to play a key role in supporting our fundraising, HR, governance, and operational functions.

This is a varied and dynamic role at the heart of IPPR's operations. You'll work closely with the Director of Finance and Operations to help manage fundraising and research administration, support governance processes, coordinate internal meetings and events, and contribute to HR and office operations. You'll be the go-to person for trustee communications, helping to keep our internal processes running smoothly, and supporting our commitment to operational excellence and inclusive workplace practices.

We're looking for someone who:

- Has strong administrative experience across multiple functions.
- Is confident managing meetings, taking minutes, and liaising with senior stakeholders.
- Is digitally savvy and confident using Microsoft Office (Excel in particular).
- Is highly organised, detail-oriented, and able to manage multiple priorities with calm efficiency.
- Has excellent communication skills and a collaborative approach.
- Has a proactive and solution-focused approach.
- Is committed to the values of IPPR.

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. It's [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: Corporate & Governance Officer

Responsible to: Director of Finance and Operations

Contract: 6-month fixed term contract

Hours: Full time (37.5 hours)

Starting salary: £36,158 to £44,625 per year depending on experience, plus benefits

Role purpose:

This is an exciting opportunity to join IPPR, in the heart of Westminster, and play a crucial role in contributing to the smooth running of a high-impact organisation.

You'll work closely with the Director of Finance and Operations to help manage fundraising and research administration, support governance processes, coordinate internal meetings and events, and contribute to HR and office operations. You'll be the go-to person for trustee communications, helping to keep our internal systems running smoothly, and supporting our commitment to operational excellence and inclusive workplace practices.

Main responsibilities:

Fundraising and research management

- Support the Director of Finance and Operations with overseeing the income stream of IPPR.
- Regularly liaise with Associate Directors to update information to be submitted to senior management.
- Coordinate and oversee various internal forums and meetings.
- Develop and maintain funder databases and assist with fundraising management.

Corporate meetings and working groups

- Organise staff meetings, internal forums and awaydays.
- Coordinate and administer meetings, including minute taking.

Corporate governance and operations

- Act as a main point of contact for the trustees; responsible for co-ordination and administration of meetings including preparing papers, taking minutes; maintaining strong relationships and keeping them informed of organisational developments where appropriate.
- Assist the trustee board to fulfil their governance function, including providing guidelines and updates from the Charity Commission.
- Assist with facilitating and supporting sub-committees, preparing papers/reports etc.
- Update charity Commission and Companies House with statutory returns.
- Coordinate trustee recruitment, working with the Chair of Trustees, HR Manager and the recruitment panel.
- Provide cover for members of the operations team, including office, HR and IT management and financial administration.

HR support

- Assist the HR Manager with the recruitment process, including posting job adverts, communicating with candidates and assisting with interviews and pre-employment checks.
- Manage the intern programme at IPPR in line with its EDI strategy.
- Set up and manage staff surveys on a range of issues in discussion with the HR Manager.
- Support the implementation and development of HR and recruitment system and maintain accurate employee records.
- Maintain security and confidentiality of information.
- Optimise the use of digital technology to report on equality and diversity.
- Undertake additional HR tasks as agreed.

Corporate role and internal relationships

- Be an active member of the operations team, developing collaborative relationships across the organisation.
- Help make IPPR a great place to work by playing a proactive role in contributing to IPPR's culture and values.
- To be flexible and to undertake any other duties that are within the overall scope and grade of this post.

Person specification

Essential knowledge, skills and experience

- Proven experience in administrative support across multiple functions (e.g. operations, finance, project management, fundraising, HR, governance).
- Experience coordinating meetings and events, preparing agendas, and taking accurate minutes.

- Familiarity with charity governance and working with trustees or senior stakeholders.
- Experience managing or maintaining databases, particularly related to income streams, fundraising or HR.
- Digitally savvy and proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other relevant systems (e.g., MS Teams, CRM or HR software).
- Understanding of recruitment processes and HR best practices.
- Excellent organisational and time management skills, with the ability to manage competing demands with calm efficiency.
- Strong written and verbal communication skills, with the ability to relate confidently and positively with internal and senior stakeholders.
- High attention to detail and accuracy in documentation and reporting.
- Ability to work independently and collaboratively across teams.
- Discretion and professionalism when handling confidential information.
- Proactive and solution-focused approach.
- Flexible and adaptable to changing priorities.
- A collaborative team player with a positive attitude.
- Comfortable working in a fast-paced, intellectually demanding environment.
- Commitment to the values and ethos of IPPR.

Desirable

- Experience working in a medium-sized charity, think tank, or non-profit environment.
- Knowledge of Charity Commission guidelines and governance requirements.
- Experience supporting fundraising activities or donor engagement.
- Familiarity with survey and polling tools.
- Understanding of IT and office management support.

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 £36,158 to £44,625 per year pro rata plus benefits on a full-time basis.

We generally appoint at the bottom of the pay scale. Our pay scales are designed to reward staff for the knowledge, skills and experience they develop over time, and we are committed to encouraging progression and promotion through our annual performance process. Basic rates of pay are also reviewed annually.

Contract period

This is a fixed term contract for 6 months.

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

This appointment is subject to a three-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 two sides**)
- a 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 (**no more than two sides**)

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. CGO/SEP**

Closing date for applications: 10am on Friday 3 October 2025

Interviews will take place in our London office on Wednesday 8 or Thursday 9 October.

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

1 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 will not be able to confirm employment until this documentation has been produced.

Please note, this vacancy does not meet the criteria for skilled worker sponsorship. Therefore, we are unable to accept applications from candidates that cannot provide documentary evidence of right to work in the United Kingdom. You must produce an original document – photocopies are not acceptable under the Act.

2 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.

3 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.