

Associate Director, IPPR North Welcome

Thank you for your interest in the role of associate director 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 seeking a creative and analytical leader to join IPPR North as associate director. In this pivotal role, you will lead our work on regional economies and devolved power, shaping ideas and driving change across the North of England.

You will help drive forward our priorities on community prosperity, bridging the gap between what communities need and what our economy and politics deliver. Insufficient progress in our regions holds people back, whilst creating a breeding ground for far-right populism and political discontent. Our agenda could not be more urgent.

You'll have a talent for inspiring others, solving problems, and thinking creatively. You'll be confident managing people and juggling multiple projects, delivering high-quality, impactful work at pace. Collaboration will be second nature to you. Whether you're already in a leadership role and seeking a fresh challenge, or considering joining us on secondment, this could be the perfect opportunity.

This is an exciting and influential role at the heart of British politics, combining leadership, analysis, ideas, policy, communications, strategy and politics. IPPR North helped provide the blueprint for devolved power and economic leadership; now it's time to make sure it works for everyone.

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: Associate director, IPPR North

Responsible for: Research fellow, researcher, media and communications officer

Contract: 6 to 8-month fixed term contract from February. Open to secondments.

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)

We're open to shaping the role around the right person, and all working patterns can be discussed at the interview stage.

Location: Two office days a week in Manchester, otherwise flexible

Salary: £63,378 to £78,276 per year pro rata depending on experience, plus benefits

Role purpose:

We are seeking a creative and analytical leader and thinker to join IPPR North as Associate Director. In this pivotal role, you will lead our work on regional economies and devolved power, shaping ideas and driving change across the North of England.

You will help drive forward our priorities on community prosperity, bridging the gap between what communities need and what our economy and politics deliver. Insufficient progress in our regions holds people back, whilst creating a breeding ground for far-right populism and political discontent. Our agenda could not be more urgent.

To achieve our mission - to reduce place-based inequality - our team combines quantitative analysis, qualitative research, policy development, stakeholder engagement, advocacy and the communication of ideas. We work closely with communities, local leaders, mayors, the third sector as well as policy makers in Westminster.

This is an exciting and influential role in British politics, combining leadership, analysis, ideas, policy advocacy and media appearances. As a senior member of the IPPR team, you will be expected to work with initiative and diligence, demonstrating strong people and project management skills.

Main responsibilities:

Policy impact & profile

- To lead and deliver the team's research strategy and theory of change, maintaining and strengthening IPPR North's position in political and public policy debates.
- To deliver bold, progressive change on IPPR North's topics by developing new projects, achieving project objectives, producing effective outputs, and working with other organisations.
- To develop and maintain a strong network of political and policy contacts at local, regional and national levels, playing a significant role in influencing public policy.
- To represent IPPR North externally as a thought leader, speaking at high profile events and forums to audiences, including local, regional and national government, media, funders, and other organisations.

Fundraising

- To secure funding across IPPR North's priorities.
- To identify funding sources, raise funds for own and others' projects, ensuring that links are maintained with existing funders; and devise and manage project budgets.

Research & project management

- To ensure the successful development, funding, management, budget, delivery, dissemination and impact of all research projects within the team, ensuring all projects are completed to time, on budget and are of a high standard and aligned with our strategic priorities.
- To take direct management of selected projects within the theme and ensure an appropriate number of projects are active and in development.

People management

- To lead the IPPR North team, shaping and delivering on the team's strategic and impact goals.
- To line manage research staff and media and communications officer, ensuring performance appraisals and supervisions are consistent with IPPR's performance management framework.
- Conduct career conversations with direct reports and support their continued professional development and career plans in line with the wider organisational objectives.

Corporate role

- Contribute to the development of IPPR's wider research programme, including new project development, planning meetings, research reviews and providing general research support across IPPR.
- Actively participate in IPPR's research groups, maintaining an overview of corporate issues and contributing to organisational strategy discussions.
- Contribute to IPPR's intellectual capital within and beyond your specialism.
- Be a collaborative and productive member of the associate director team.

Person specification

Essential knowledge, skills and experience

- Strong understanding of UK regional policy; including the drivers of successful places and/or the governance of the UK
- Experience of setting a research strategy and policy with political impact
- Experience of leading and managing a team with the ability to develop and maintain confident and collaborative relationships with a variety of people, both internally and externally
- Strong project management experience with the ability to work independently and manage own time and that of others effectively to work on several projects simultaneously
- Excellent writing skills, especially the ability to write in a variety of formats, lengths and to a range of audiences, explaining complex research findings in a clear and understandable way
- Excellent verbal communication skills including the ability to present research and the desire to take up written and broadcast media opportunities
- Clear and concise writer
- Commitment to the values and ethos of IPPR. Being a kind, supportive and respectful colleague who enjoys working with others and in teams.

Terms of appointment

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 £63,378 to £78,276 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 knowledge, skills and experience developed over time. We are committed to encouraging progression and promotion through our annual performance process, and basic rates of pay are also reviewed annually.

Contract period

This is a fixed term contract of 6 to 8 months, depending on your start date.

Location

We value the benefits of in-person collaboration and ask staff to spend at least 40 per cent of their working hours in our Manchester 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 the interview stage.

Annual leave

We offer a generous 25 days of annual leave plus bank holidays and five additional Christmas closure days per year (prorated for part time staff).

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

This appointment includes a probationary period of three months (or four months if your fixed-term contract is eight months). During this time, the notice period is two weeks. The probation period is designed to support your induction and development, ensuring you have the tools, guidance, and resources 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 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

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

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. AF/DEC**

Closing date for applications: 5.00 p.m. on Wednesday 14 January

Interviews will take place in our Manchester office on Monday 26 January

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 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.

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.