

Head of external affairs and events (interim)

Welcome

Thank you for your interest in the role of interim head of external affairs and events 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 maternity cover for our Head of External Affairs and Events based in our London office. This is an exciting and challenging role within IPPR's communications team, which works to ensure that IPPR has impact and influence across a wide range of audiences.

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: Head of external affairs and events (interim)

Reports to: Director of news and communications

Responsible for: Senior external affairs and events officer

Contract: Up to 12 months to cover maternity leave, 30 to 37.5 hours a week, open to flexible working patterns, starting April 2025

Salary: £51,846 to £65,246 per year FTE, plus benefits

Role purpose:

Based within our communications team, you will manage the delivery of external affairs and events activities at IPPR to high professional standards, in accordance with the Institute's values and ethos. The role involves a wide range of duties including strategic planning, delivery of events and other services, people management, partnership building, fundraising, project and stakeholder management.

Main responsibilities:

Strategy and Policy

- Along with other senior colleagues, implement IPPR's strategy to convene, engage and influence power holders and opinion formers.
- Develop, implement and update appropriate and creative strategies relating to external affairs and events as part of IPPR's broader communications strategy.
- Develop, manage and deliver [IPPR's partnership programme](#), aiming to increase its breadth and reach.
- Set and encourage high standards of performance and demonstrate a commitment to good practice and continual improvement in all areas relating to events and external affairs, keeping up to date with sector developments.
- Ensure relevant statutory, regulatory, and professional standards are wholly achieved in relation to policies, processes, and procedures, particularly in respect of events and related activities.
- Attend and participate in relevant management meetings, reporting on key information and developments relating to external affairs and events.

Fundraising

- Identify funding sources and raise funds for IPPR's externally facing events, develop and maintain relationships with existing and potential funders and set and manage relevant budgets.

- Ensure that the external affairs and events team meets annual targets for fundraising, as set by the Director and SMT, through the events and partnership programmes and by maximising sponsorship opportunities.
- Support senior colleagues across the institute to strengthen and deepen fundraising relationships, including through identifying opportunities for engagement with IPPR's people and work.

External Engagement and Events

- Professionally engage with policy makers, politicians from across the political spectrum, their advisers and influencers, funders and other key stakeholders in the worlds of politics, business, media and academia to manage IPPR's reputation, promote its work, and ensure that they understand its impact and expertise.
- Maintain an effective network of external contacts to help support the delivery of external affairs, events and stakeholder engagement activities.
- Lead on initiating and organising IPPR events, including IPPR's party conference programme, political speeches, report launches and other stakeholder engagement events, ensuring they are devised and delivered to a high standard.
- Work with the senior external affairs and events officer to develop and oversee the effective use of IPPR's CRM system and other stakeholder management systems.
- Work with research and advocacy colleagues to support their use of the necessary systems to disseminate research findings to key political stakeholders.
- Develop and oversee implementation of event marketing strategies to reach IPPR's varied audiences.
- Proactively lead the development of events which increase IPPR's reach and impact and respond swiftly to emerging opportunities.
- Network on behalf of IPPR and represent IPPR externally.

Management, Planning and Budgeting

- Effectively manage external affairs and related services, working collaboratively with colleagues at all levels across IPPR.
- Lead on the production of briefings and other materials for promoting and marketing IPPR's external affairs activities.
- Manage the external affairs and events budget ensuring cost effective decisions and innovative solutions to maximise its use.
- Line manage the senior external affairs and events officer, conducting regular 1:1s and annual appraisal in line with IPPR's performance management policy, and enable their professional development.
- Deputise for the director of news and communications when necessary.
- Proactively monitor and evaluate external affairs and events activities through effective processes, responding to issues and identifying follow-up opportunities. Report on findings to AD/SMT and through the director of news and communications and the executive director to the Board.
- Work closely and collaboratively with communications colleagues to help coordinate and organise all of IPPR's external communications outputs.

- Alongside communications colleagues, ensure that structures and processes across the communications function are well organised, effective and efficient, and deliver maximum impact for IPPR.

Corporate Role and Internal Relationships

- Become an active member of IPPR: participate in staff and researchers' meetings; work collaboratively with wider teams and organisational forums.
- Share knowledge and expertise across IPPR, as part of a reciprocal learning process.
- Contribute to the intellectual capital of IPPR in and beyond own specialism, particularly through participation in IPPR's relevant groups.
- Carry out any other reasonable duties across the communications team as required by the director of news and communications.

Person Specification

Knowledge, skills and experience

- Experience working in a management role within communications, public affairs or a related environment with demonstrable interest in policy and politics.
- Excellent attention to detail, political acumen and awareness of changing policy and sector developments
- Proven experience of and skills in leading and delivering projects, including complex and high-profile events
- Demonstrable track record of fundraising for events and event programmes
- Experience of line managing, coaching and developing staff
- Experience of providing advice and support to senior management and staff on strategic and operational issues
- Experience of working in a busy environment with the ability to work independently and use initiative to manage conflicting priorities and deadlines
- Excellent IT, project and budget management skills, with the ability to delegate tasks effectively where necessary
- Excellent problem-solving skills; with the ability to be objective and draw on relevant knowledge and own judgement to make decisions and tailor flexible solutions to fit situations
- Excellent written and verbal communication skills with experience of writing in a variety of formats, conducting presentations and communicating complex and sensitive information in a clear, coherent and appropriate manner
- Exceptional interpersonal skills with an approachable manner and experience of building and maintaining collaborative working relationships with a variety of stakeholders, both internally and externally
- Flexible and willing to work as part of a team, supporting others where required
- A willingness to travel and undertake some work out of hours, including attending conferences and events.
- Lived experience of disadvantage and/or understanding of social injustice and a 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 £51,846 to £65,246 per year, plus benefits on a full-time basis.

Contract period

This is a fixed term contract for up to 12 months starting in April 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. HEAE/JAN**

Closing date for applications: 5.00 p.m. on 14 February 2025

Interviews will take place in our London office on 27 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

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. 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.