

Executive Assistant

Welcome

Thank you for your interest in the role of executive assistant 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 and new IPPR research teams. We are looking to recruit an executive assistant to provide high-quality administrative and project management support across all aspects of IPPR's work, and this role will be vital to the effective leadership of the organisation and delivery of our mission.

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: Executive assistant

Responsible to: Executive director

Contract: Permanent, full time

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

Salary: £36,158 to £44,625 per annum depending on experience, plus benefits

Job purpose:

The executive assistant will provide high-quality flexible administrative and project management support to the executive director, plus other members of the senior management team - the director of policy and politics, director of research and policy, director of news and communications, and the director of IPPR North – across all aspects of IPPR’s work. This will include responsibility for a wide range of activity, including key administrative tasks, assisting in managing and directing IPPR and enabling the SMT to lead IPPR in delivering its strategic and operational priorities.

Main responsibilities:

Strategic support

- Manage the executive director’s diary to ensure it continuously reflects current priorities and support other SMT members with arranging large and stakeholder meetings.
- Proactively plan regular stakeholder meetings, maintain accurate and up to date records of engagements and maintain contact data through use of a CRM or other database.
- Provide secretarial and administrative assistance, including acting as a primary point of contact and responding promptly to emails, letters and telephone calls.
- Support the executive Director and SMT members in preparing for meetings – commissioning and preparing both written and verbal briefings, including conducting research where relevant.
- Facilitate meetings, events and dinners including room bookings, greeting guests on the day, liaising with caterers, IT and other support as required.
- Coordinate management meetings, writing agendas, keeping key management documents live and relevant and liaising with SMT and Associate Directors on actions arising.
- Manage executive director and SMT members’ logistics, including travel and accommodation arrangements, venue booking and processing expenses.

- Support the executive director with diary management and communications with trustees.
- Format information for internal and external communication including emails, presentations, and reports.
- Take minutes during meetings.

Internal communications and collaboration

- Support on the delivery of cross-organisational meetings, events and awaydays led by SMT, focusing on topics such as team development, culture and values, ensuring timely input from all relevant team members.
- Develop shared processes and norms to nurture constructive communication with internal and external stakeholders.
- Maintain an overview of organisational issues and assist with internal communication.

External communications

- Manage correspondence between the executive director and external stakeholders, including categorising incoming mail, and triaging or delegating to other staff members.
- Ensure a welcoming experience of IPPR for external stakeholders, both for those visiting the office, and those reaching out via email or social media.
- Liaise with the communications team on media requests directly received by the executive director and members of SMT.

Person specification

Essential knowledge, skills and experience

- Experience of providing high-quality support working at a senior level.
- Able to work independently, taking high levels of ownership over work, anticipating problems that may arise, diagnosing need and changing course quickly and taking initiative within the role to ensure success.
- Demonstrates strong written and oral communications skills. Good spelling, grammar, and impeccable attention to detail are a must.
- Excellent interpersonal skills and ability to build confident and collaborative relationships with people at all levels of the organisation, as well as external stakeholders.
- Excellent planning, prioritisation and time management skills, plus ability to respond effectively to changing workloads and priorities.
- Experience of managing and planning projects, away days and events, often working to tight timescales.
- Ability to think creatively/laterally and strategically when problem solving to find the most effective solution.
- Ability to maintain high standards while juggling time constraints and organisational priorities.
- Ability to carry out duties with tact and diplomacy, maintaining confidentiality at all times.
- Excellent IT skills (including Microsoft Outlook and Excel).

- Lived experience of disadvantage or a clear understanding of social injustice.
- Commitment to the values and ethos of IPPR including advancing diversity and inclusion, and an interest in our work and charitable objectives.

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 plus benefits on a full-time basis.

Contract period

This is a permanent contract.

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. EA/FEB**

Closing date for applications: 5pm on 18 February 2025

Interviews will take place in our London office on 26 and 28 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](#).

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.