

External affairs and events officer

Welcome

Thank you for your interest in the role of external affairs and events 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, 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 and are seeking an external affairs and events officer to join our communications team. You'll plan, develop, coordinate and deliver our communications across a range of channels, with a particular focus on events, partnerships and other stakeholder engagement activities, helping to build our profile and achieve impact and influence for our work.

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: External Affairs and Events Officer

Responsible to: Head of External Affairs and Events

Contract: Up to 12-month fixed term contract

Hours: Full time (37.5 hours)

Salary: £36,692 to £46,999 per annum depending on experience, plus benefits

This role is based in IPPR's communications team, which works to ensure that IPPR has impact and influence across a wide range of audiences.

You will work closely with colleagues to plan, develop, coordinate and deliver IPPR communications across a range of channels. You will have a particular focus on events, partnerships and other programmes of stakeholder engagement activities.

You will carry out a range of tasks aimed at building IPPR's profile, achieving impact and influence for our work.

Main responsibilities:

Events

- Working alongside the Head of External Affairs and Events to help plan and implement IPPR's annual events programme, including our large party conference fringe programme.
- Project management for individual events including drafting timelines and guest lists, speaker and attendee management, devising marketing materials (mailouts and social media content), and management of suppliers, including negotiation and liaison with venues, caterers and AV companies.
- Liaise with confirmed sponsors to fulfil the requirements of a pre-agreed contract.
- Work with Head of External Affairs and Events on IPPR's event branding and materials, commissioning additional branding/materials as required.
- Working alongside the Head of External Affairs and Events to help plan and implement the annual events budget.

- Oversee and manage activities on the day(s) of the events, including the allocation and management of staff.
- Advise and support IPPR staff where appropriate to support conference/event preparation and delivery.
- Provide administrative support to the events team as required.

External engagement

- Work with the Head of External Affairs and Events to design and deliver activities to engage and develop IPPR's key audiences and networks such as alumni, funders and political stakeholders.
- Lead on developing and maintaining IPPR's customer relationship management (CRM) system and other stakeholder engagement platforms.
- Represent IPPR externally at meetings and events.

Partnerships

- Work closely with the Head of External Affairs and Events on IPPR's partnerships programme, acting as a point of contact for partners, developing and co-ordinating partners-only events, sending newsletters, and providing administrative and logistical support.

Corporate role and internal relationships

- Work collaboratively with researchers and other colleagues to deliver projects, outputs and events.
- Provide additional and flexible support to communications team colleagues, engaging with and undertaking other functions as appropriate.
- Contribute to the intellectual capital of IPPR and actively participate in staff meetings and wider organisational forums.

Person specification

Essential knowledge, skills and experience

- Demonstrable track record of successfully delivering complex or high-profile events (such as fringe events at political party conferences), including on-the-day delivery.
- Experience of marketing, campaigns, writing newsletters, creating social media content or other methods of engaging audiences, including through digital channels.

- Ability to develop and maintain effective and collaborative relationships with a variety of stakeholders at all levels, both internally and externally.
- Experience of using newsletter and event platforms, and/or a customer relationship management (CRM) system (such as Mailchimp, Raiser's Edge NXT, and Eventbrite).
- Excellent written and verbal communication skills, with meticulous attention to detail, and the ability to draft accurate, clear and concise correspondence.
- Ability to work collaboratively as part of a team, engaging with colleagues in the communications team and more broadly across the organisation.
- Ability to work with the minimum of supervision and prioritise a busy workload, working on own initiative whenever possible.
- A proactive approach to problem solving, with the ability to deal with rapidly changing circumstances and resolve problems swiftly and skilfully.
- Excellent administrative and IT skills, including Microsoft Office, with the ability to set up, implement and maintain administrative systems.
- Lived experience of disadvantage and/or understanding of social injustice and a commitment to the values and ethos of IPPR, including diversity and inclusion.
- A willingness to travel and undertake some work out of hours, including attending conferences and events.

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 £36,692 to £46,999 per year plus benefits on a full-time basis.

Contract period

This is a fixed term contract for up to 12 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

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 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. EAE/MAR**

Closing date for applications: 5pm on Tuesday 25 March 2025

Interviews will take place in our London office on Thursday 3 April.

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.