

Director of policy and politics

Welcome

Thank you for your interest in the role of director of policy and politics 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 at an incredibly exciting time for the organisation with the advent of a new government, and this role will be pivotal to IPPR's development and success over the coming years. Working as part of our senior management team, you will ensure that our policy thinking and advocacy is creative, strategic and impactful. The successful candidate will have a real opportunity to lead both policy and advocacy that influences outcomes in the short term, as well as thinking that shapes progressive approaches into the future.

To be successful, you will combine knowledge of designing, managing and delivering impactful research projects, with an excellent understanding of political and policymaking processes, and the ability to identify and pursue strategic opportunities for impact. A skilled researcher, with expertise in at least one relevant area, you will also be able to design and assess policy proposals. Having played a leadership or substantial management role, you will have excellent project, budget and people management skills and a strong track record of fundraising.

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: Director of policy and politics

Responsible to: Executive director

Direct reports: Associate directors

Contract: Permanent

Hours: Full time (37.5 hours)

Salary: £78,855 - £97,369 per annum depending on experience, plus benefits

Role purpose:

This role will be pivotal to IPPR's development and success over the coming years. Working closely with the Executive Director, and the Director of Research and Policy, you will ensure that our policy thinking, and advocacy is creative, strategic and impactful. This includes both policy and advocacy that influences outcomes in the short term and thinking that shapes the progressive approaches into the future. The role is part of our senior management team and is at director level, with management responsibility for associate directors and research teams.

Main responsibilities:

Research and policy

- Work with the Director of Research and Policy and Associate Directors to ensure that IPPR's programme of research and policy work answers the big questions facing the UK, and that all our research contributes to our theory of change and has tangible impact and influence.
- Support staff to develop policy expertise and design creative and evidence-based policy that would be effective in delivering the outcomes identified in our research strategy and ensure that IPPR's high quality of research and publications is maintained.
- Play a senior leadership role for IPPR's flagship programme of long-term thinking, the Decade of National Renewal, and ensure this is effectively integrated into wider IPPR work.

Organisational leadership and line management

- Line management responsibility for associate directors and other senior staff, working with them to ensure that research teams develop and fund programmes of work which meet their objectives, that staff are supported to develop their skills, and that their work has impact.
- Work with the rest of the senior management team to set the strategy of the organisation and oversee organisational governance, ensuring effective management of the whole institute in line with IPPR's values.
- Work with the senior management team, and the Executive Director, to set a positive, mission-driven culture for the organisation.

Impact and engagement

- Lead the development of an influencing and advocacy strategy across the organisation, working with colleagues to ensure its implementation and that it is kept up to date.
- Develop and manage government and parliamentary relationships including with politicians, advisors and members of the civil service, working closely with the Executive Director and ensuring relationships are resilient to staff turnover.
- Work with researchers to identify and develop political strategies for projects and programmes, including identifying opportunities for influence.
- Represent the organisation externally and promote IPPR's research output and policy ideas to a range of audiences, including the media, key stakeholders and senior decision-makers. Maintain an external personal profile through media and communications work.
- Develop and oversee a political engagement policy for the whole organisation, ensuring that IPPR's real and perceived independence is always maintained and clear.

Fundraising

- Work with the Executive Director to raise significant funds from individual donors, corporates and trusts and foundations, including leading on project design, bid-writing, and relationship-building.
- Support the development of fundraising skills across the Institute, and support Associate Directors and the Head of External Affairs and Events directly with fundraising.
- Work with the Director of Research and Policy to oversee the development of an on-going pipeline of new project proposals including the creation of a long-term fundraising plan for research teams.

Person specification

Essential knowledge, skills and experience

- Demonstrable experience of designing, managing and delivering research projects with political and policy impact.
- Ability to oversee research across a wide range of policy topics, with recognised expertise in at least one relevant area.
- Ability to identify strategic policy opportunities and develop creative interventions to take those opportunities.
- Excellent understanding of the UK political and policymaking process and ability to design and assess impactful policy proposals and advocacy strategies.
- An excellent personal track record of fundraising from high net-worth individuals, corporates and/or trusts and foundations.
- Excellent relationship-building skills, with both external stakeholders and internal colleagues.
- Very strong line management skills, including an ability to develop those you line manage.
- Excellent verbal presentational skills, that may have been gained through public speaking, media or in some other way.
- Ability to write concisely and engagingly for a variety of audiences, including politicians, colleagues and donors.
- Lived experience of disadvantage and/or deep professional knowledge and understanding of social injustice.
- Commitment to the values and mission of IPPR.

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 £78,855 to £97,369 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 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. DPP/MAR**

Closing date for applications: Midday on Tuesday 15 April

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