

# Information Pack

## Director of Digital and Information

Dear Applicant,

Thank you for your requesting the application pack and for your interest in working for Impetus.

This pack contains all the relevant information you will need to apply for this role:

- Information about the [organisation](#) and our [values](#)
- Information about the team and the [role](#)
- The [job description](#) – key responsibilities and person specification
- Our commitment to [equality, diversity and inclusion](#)
- [Terms and conditions](#) and [benefits](#) of working for Impetus
- Details on the [application and recruitment process](#)

**The closing date for receipt of completed applications is 10am on 23rd May 2022.**

If you would like to find out more about this role or have any questions regarding the recruitment process please contact [recruitment@impetus.org.uk](mailto:recruitment@impetus.org.uk)

## About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations

In partnership with other funders we help our charities scale and we influence policy and decision makers so that all young people get the support they need.

Impetus currently has 38 members of staff, supporting 20 charities with programmes across England, Wales and Scotland.

Impetus is driven by a shared belief in tackling the barriers that hold back young people from disadvantaged backgrounds in education and employment. Alongside investing extensive financial and non-financial support in our charity partners through our Investment Team we also seek to influence decision makers to implement evidence led policy and direct new resources to get young people the support they need through our Public Affairs team. We are resolutely focused on outcomes, driven by quality evidence.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our charity partners and the young people we serve.

## Our Values

### **Evidence led and results driven for young people**

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

### **High trust, high challenge**

We invest the time, kindness, integrity and honesty needed to build and sustain long-term relationships. We focus on developing high trust, to allow for high challenge, helping our colleagues, partners and supporters to be our very best selves in pursuit of our mission.

### **Diversity enables us to thrive**

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

**Brave and open**

We are brave and open; exploring new solutions to long-term problems, asking difficult questions well; learning from mistakes and challenging the status quo when needed.

**Collaboration always**

We will not succeed alone. We seek meaningful, productive partnership with others to achieve our mission and drive systems change for young people.

## Job description:

Title:	Director of Digital and Information
Team:	Operations
Reports to:	Chief Executive Officer
Salary:	£92,483 per annum
Contract:	3 year fixed term contract
Working hours:	Full time (37.5 hrs) or part time (minimum 60% FTE 22.5 hours)
Location:	Central London (currently trialling hybrid working - at least two days per week in Impetus office)
Starting date:	Between 1st July 2022 and mid October 2022

## About the team

This role is part of the Senior Management team of Impetus, which is composed of the Chief Executive Officer, the Director of Philanthropy and Partnerships, the Director of Finance and Operations, the Portfolio Director and the Director of Public Affairs.

Please note the CEO will be away on parental leave from June 2022 for 12 months. An interim CEO has been appointed and this role will report to that individual until the CEO returns.

## About this role

Are you a senior digital leader with a passion for making a positive difference to the world?

Would you be excited about the idea of bringing your skills to bear directly on the lives of young people who face deep seated social challenges?

Do you relish the challenge of taking a fast-moving social impact organisation and helping it up its game to a new level?

If so, then the role of Director of Digital and Information at Impetus could be right for you.

We're an incredibly data-driven organisation that cares deeply about measuring our impact, and so we need suitable modern systems and up-to-date working practices to support those ambitions.

Most of our current key data systems are powered by Excel spreadsheets, Google Forms and a Salesforce deployment that is not configured to meet our needs. We need someone to help lead us through a modernisation process that will update our choice of technologies and our use of those systems so that they better meet our needs, provide answers more quickly and easily, and increase the robustness and efficiency of the ways we use data.

Furthermore we are a highly people focused organisation, always aiming to give the best possible service both to the charities that we support, and to the donors who make all our work possible. We therefore want a Director of Digital and Information to help us to benefit from the introduction of user-centred design methods, agile working patterns and rapid, continuous deployments and improvements.

We are ultimately looking for someone who can help us change the way we work, not just the systems we use.

This means bringing together great digital tech skills with great communication, organisation and management skills. We are looking for someone who is comfortable thinking beyond just the challenge of 'making the tech work' and who can help take the whole organisation on a journey towards digital era working practices.

## Key responsibilities

- Work with Impetus CEO and SMT to support the delivery of the Impetus strategy and business plan, deliver the digital milestones to time within budget
- The [product management](#) of core organisational systems
- The [delivery management](#) of improvement works
- Data and systems architecture for the whole organisation
- The formation and supervision of new organisational structures (i.e teams/committees) required to successfully embed new working practices.
- The overall organisational approach to cybersecurity
- The championing of user-centric values and working practices across the organisation
- The organisation's approach to data protection, both policies and implementation
- The education, training and consent-building among colleagues around new skills
- The choice of individual technology tools
- The choice of individual technology suppliers

- Contribute to the successful performance of the Senior Management Team, and provide expert advice to them, as well as to Trustees, on all digital and technology activities and in the implementation of the broader strategy
- As a member of the Senior Management Team, work with colleagues to promote, support and champion equality, diversity and inclusion across the organisation.

## Person specification

### Essential

- Humility and the ability to see other's perspectives
- A commitment to equality, diversity and inclusion
- A passion for Impetus' mission
- A proven ability to deliver useful, usable systems in complex organisational contexts where most of the barriers were cultural and human, not technical.
- Clear spoken and written English, and an ability to translate technical concepts into language all colleagues will be comfortable with.
- Experience of product managing, project managing or delivery managing at least one data-rich digital system that an organisation was critically dependent on.
- Experience managing software developers, or experience managing software development and integration agencies.
- A good working familiarity with data structures and common data processing concepts.
- Familiarity with the basics of user-centered design, and how to overcome accessibility challenges.
- Experience at using agile project management methods.
- Familiarity with (and informed views upon) different software tools deployed to help data-centric organisations to achieve their goals

### Desirable (but not mandatory)

- Software development skills
- Data science skills
- DevOps skills
- Salesforce configuration skills
- Experience of working in a non-profit environment
- Experience in helping to improve the lives of young people

## Our commitment to equality, diversity and inclusion

**We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.**

We want our team at Impetus to represent the diversity of the people and

communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

*Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.*

## Terms and conditions and benefits of working for Impetus

We are committed to supporting staff in a range of way. The tables below detail some of the support provided:

<b>Financial support</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Pay	Target is to pay within plus or minus five per cent of the upper quartile for the role in the charity sector	All staff eligible
Pension	In line with auto enrolment legislation all eligible employees will be automatically enrolled into The Pensions Trust pension scheme. 5% employer contribution. 3% employee contribution.	All staff eligible
Death in service	Four times salary	On completion of six-month probation period
Give as you earn (GAYE)	Membership to scheme to enable employees to make donations exempt from National Insurance	All staff eligible
Season ticket loan	Interest free - repayable over 10 months	On completion of six-month probation period
Eye test vouchers	Specsavers VDU Eye care voucher - free eye examination plus a discount towards glasses if needed solely for VDU usage	All staff eligible

<b>Work life balance</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Annual leave	28 days plus bank holidays (this includes three days between Christmas and New Year) pro-rata for part time staff	All staff eligible
	Ability to carry over a maximum of five days with any additional days to be at discretion of relevant member of SMT and Director of Finance and Operations and allowed only on an exceptional basis	
Sick pay (OSP)	Occupational sick pay (OSP) - Six weeks full pay and six weeks half pay in rolling 12 month. Staff eligible from day one of employment.	All staff eligible subject to statutory requirements



<b>Work life balance</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Compassionate leave and pay	Discretion of line manager (up to three days paid)	All staff eligible subject to criteria (which include, for example, closeness of family member in event of death in family)
Dependency leave and pay	Usually unpaid but paid time off may be granted at discretion of line manager	All staff eligible subject to criteria
Maternity leave	Statutory Maternity Leave (SML) - 52 weeks	All staff eligible subject to statutory requirements
Maternity pay	Statutory Maternity Pay (SMP) - six weeks at 90% salary followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Maternity Pay (OMP) -13 weeks at full pay followed by 33 weeks at Statutory Maternity Pay (SMP) rate	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Paternity leave	Statutory Paternity Leave (SPL) - two weeks	All staff eligible subject to statutory requirements
Paternity pay	Statutory Paternity Pay (SPP) - two weeks at SPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Paternity Pay (OPP) - two weeks at full pay	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Adoption leave	Statutory Adoption Leave (SAL) maximum 52 weeks	All staff eligible subject to statutory requirements
Adoption pay	Statutory Adoption Pay (SAP) six weeks at 90% followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the week they were matched with the child
	Occupational Adoption Pay (OAP) - 13 weeks at full pay followed by 33 weeks at Statutory Adoption Pay (SAP)	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)

<b>Work life balance</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Shared parental leave	Statutory - maximum 50 weeks	All staff eligible subject to statutory requirements
Shared parental pay	Statutory Shared Parental Pay (ShPP) - maximum 37 weeks at ShPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Shared Parental Pay (OShPP) - 11 weeks at full pay	Continuously employed for at least 52 weeks up to any day in the week they were matched with the child
Parental leave	Statutory - 18 weeks of unpaid leave	All staff eligible subject to statutory requirements
Flexible hours	10am to 4pm are core hours. Office hours are 8am to 6pm	All staff eligible
Work from home	Occasional home working available. Regular working at home available upon request	All staff eligible
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR	All staff eligible
Employee assistance programme	Free confidential phone line	All staff eligible

<b>Professional Development</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Learning and development	A range of organisational and individual training and development opportunities  Budget - £750 is allocated to each individual annually, plus a central budget agreed annually	All staff eligible
Professional subscription	Paid for, subject to agreement from HR and line manager	Relevant to role
Professional qualification	May be able to help - discuss with line manager and HR	All staff eligible

## How to apply

Please send a comprehensive CV and supporting statement to [recruitment@impetus.org.uk](mailto:recruitment@impetus.org.uk) by **10am on 23rd May 2022**. The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

In order to complete your application please also complete the following equal opportunities monitoring form:

<https://www.surveymonkey.co.uk/r/ImpetusRecruitment-EqualOppsMonitoringForm>

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

**First round interviews will take place on 31 May 2022.**

**Second round interviews will take place on 7 or 8 June.**

**During this process we may also ask you to do a short test.**

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.