

## Information Pack – Investment Director

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 9am on 16<sup>th</sup> 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 22 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

We are focused on more and better outcomes for young people, invest in trust-based relationships to drive meaningful change, recognise that diversity of thought, background and experience will makes us smarter as an organisation, are committed to the benefits of collaboration and partnership and try to practice joy, care, a focus on results and intellectual challenge in our culture.

## About this role

The Investment Director (ID) works directly with charity partners and their top leadership to deepen their impact and scale their outcomes. The ID builds expertise in our objective areas (success at school or sustained employment for disadvantaged young people); identifies high potential charities; develops investment propositions; manages a portfolio of partner charities; builds trusted relationships with charity executives and trustees; supports charities to produce and scale high quality outcomes for young people; and collaborates with colleagues in Public Affairs and Philanthropy colleagues at Impetus to influence policy and resources towards the young people we support and the charities we partner with.

The ID uses strong analytical rigor, financial acumen, strong influencing and relationship skills, deep commitment to our Mission and experience acquired from a diverse range of careers to support a portfolio of amazing organisations that, together, will help shift the life chances and outcomes of young people from disadvantaged backgrounds. The work is challenging, but the ID's contribution is clear, the results always gratifying.

## Job description:

Title:	Investment Director
Team:	Investment
Reports to:	Investment Director – Education or Employment Lead
Direct reports:	You may line manage an Investment Manager/s but this is usually after you have been with Impetus for some time
Salary:	£62,000 per annum
Contract:	Permanent
Working hours:	Full time (37.5 hours per week) or part time (we are happy to consider requests for part time hours)
Location:	Central London (currently trialling hybrid working - at least two days per week in Impetus office)
Starting date:	August/September 2022

## Key responsibilities

### Investment origination, due diligence and proposition

- Scope potential charity partners, proactively developing opportunities as well as vetting referrals from other networks.
- Lead detailed due diligence to engage high quality charity partners – assessing their leadership and governance, impact potential, potential to scale and potential to work in partnership with Impetus;
- Model from first contact of origination, our approach to engaged and trust-based investment management support and ensuring that wherever possible charities that do not progress are led to other sources of support and learning around organising for impact.
- Develop and champion investment propositions to **our** Investment Committee, leveraging investment team colleagues appropriately and effectively to strengthen the case for support;

### Investment management

- Manage relationships with charity Chair and CEO

- Agree Service Funding agreement, including appropriate annual investment milestones
- Regularly monitor and assess charity partner progress against them make recommendations for progression or exit. Actively surface and help manage investment risks.
- Proactively reports and manages key charity and Impetus partnership risks
- Work with Impetus Finance colleagues to ensure timely distribution of grant payments, in line with Service Funding Agreement
- Provide direct management support to charity partners to clarify Mission, define long term ambition, achieve a step change in the delivery and performance management of outcomes, strengthen leadership and governance capabilities, develop path to scale, and build financial resilience.
- Scope and project manage pro bono capacity-building projects (in addition to providing direct management support). Ensure projects are delivered to a high standard and contribute to charity progression.
- Identify engagement opportunities for our donors and supporters with charity partners that are aligned with the charity's activities and do not distract or undermine their core work;
- Collaborate with Impetus philanthropy team to develop new funding streams (additional to direct Impetus grant funding) that support our partners' ability to deliver impact at scale.
- Effectively leverage the support of investment managers to advance the objectives developed for each charity partner that is managed by an Investment Director.

### **Team support and strategy**

- Work closely with team colleagues to use learnings from our work to improve our approach over time.
- Where appropriate, line-manage and support investment managers on the team to achieve their project, role and team objectives
- Support development of the investment model and portfolio strategy.

### **Cross team initiatives**

- Contribute to and support Impetus fundraising efforts, as defined in annual Impetus objectives, as required;
- Contribute to and support our work to influence and leverage funding toward the young people we support and the charities we partner, as required
- Contribute to, and support, our Public Affairs activities designed to promote and influence policy and funding decisions that will benefit the young people we support and the charities we partner.
- Engage in Impetus pro bono, communications, and advocacy events, and engage charity partners appropriately in these events.

### **Development and application of domain expertise**

- Develop expertise about “what works” in the sector through cultivation and use of expert input and engagement as well as investigation into key research and evaluative literature.
- Compile and analyse learning from our work with individual charities, and in the sector, and develop opportunities to share externally, often in collaboration with Public Affairs.

Network and promote the Impetus Driving Impact approach, our charity partners and the sector objectives we aim to drive.

## **Person specification**

### **Essential**

- A commitment to Impetus’ mission
- Senior level responsibility and a strong track record of building trust-based relationships with senior stakeholders, advising them on key strategic decisions, and challenging them in a respectful and collaborative manner
- Comfort with, and a talent for, strategic thinking around complex issues.
- Strong financial acumen and analytical skills
- Tenacity and initiative
- Ability to flex personal style and capacity building approach to needs of charity and leadership
- Growth mind-set; seeks out and acts on feedback
- Proven ability to work independently, and to exercise good judgment

- Strong planning and time management
- A commitment to equality, diversity and inclusion

### **Desirable**

- Experience in consulting, investment management or other in-depth grant making and capacity building work
- Board experience in private, public or third sector
- Knowledge and expertise in UK education and employability sectors
- Understanding and/or experience of performance management
- Understanding of or experience with commissioning impact evaluations

## **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:

Financial support		
Benefit	Details	Eligibility
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

Work life balance		
Benefit	Details	Eligibility
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 **9am Monday 16<sup>th</sup> 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 week commencing 23<sup>rd</sup> May 2022**

**Second round interviews will take place week commencing 30<sup>th</sup> May 2022**

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.