

Job description: Senior Policy Advisor

Title:	Senior Policy Advisor
Team:	Public Affairs
Reports to:	Director of Public Affairs
Salary:	£47,500 per annum
Contract:	Permanent
Working hours:	Full time (flexible working arrangements will be considered)
Location:	Central London (Impetus currently remotely working)
Starting date:	ASAP

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. Impetus currently has 35 members of staff, supporting 19 charities with programmes across England, Wales and Scotland.

About the team

Our Public Affairs team consists of the Policy and Communications teams. This role would sit in the Policy team which is led by the Head of Policy and Research, and also includes a Policy and Public Affairs Officer.

The Policy Team influences key decision makers through direct engagement with senior officials, commissioning and publicising ground breaking research and supporting coalitions which include our portfolio charities to take their voice to decision makers to secure policy and funding commitments.

The Team also works across the organisation, presenting insight to inform our investment decisions and making a compelling case to generate new financial commitments for our work.

Our current focus is on GCSE attainment in English and Maths, widening participation in higher education and tackling youth unemployment with a focus on NEET to EET. We also hold a brief to share our impact model within discussions on

the future of civil society. We are expanding our expertise in areas including apprenticeships and skills, school exclusions and how other forms of disadvantage intersect with these issues, especially race.

Impetus is driven by a shared belief in tackling the barriers that hold back young people from disadvantaged backgrounds in education and employment. Our Public Affairs Team influences decision makers to design and implement evidence led policy and direct new resources to get young people the support they need.

Our work is grounded in our role as a funder, focussed on impact. We work shoulder to shoulder with our Investment Team and our leading-edge charity portfolio conducting research, supporting them to share their learning and working with them to build influential coalitions to engage decision makers.

About this role

This role will focus on post-16 employment and skills policy. The ideal candidate is someone who wants to focus on becoming a go-to authority figure on these issues across the sector and ensure that young people from disadvantaged backgrounds are at the centre of the much broader debates on these topics. You will bring to the role strong skills in policy analysis, generating and appraising policy options and proposing solutions, taking account of the practicalities and risks as well as opportunities for implementation.

We are looking for someone who shares our commitment to getting the support young people from disadvantaged background need in education and employment. You will have a strong grasp of the policy context and good links with a range of parliamentary, government and other stakeholders, which will you be expected to develop and expand. We have a strong reputation for ground breaking research such as our Youth Jobs Gap.

You will be an excellent communicator, able to make a compelling case for change and write and speak persuasively with a wide range of external audiences. You will understand the role of communications in shaping the political agenda and the public debate and work collaboratively with our Communications team to secure significant media coverage and engaging social media profile.

You will be a strong team player, with a collaborative working style. You will be willing to become responsible for managing the delivery of a programme of work and advancing the Team's strategic objectives more broadly. We are also keen to see a commitment to rigour and willingness to be a champion for embedding youth voice and lived experience in our work.

Key responsibilities

- Identifying and seizing opportunities for influencing public policy to improve the employment and education outcomes of young people from disadvantaged backgrounds
- Mapping power, identifying key points of influence and planning strategies to deliver change in key policy areas
- Driving forward a key programme of policy work, developing proposals that will help us influence the debate and decisions
- Working directly with our charity portfolio and investment team to ensure their insights are reflected in our work and to help ensure their voice is heard by decision makers
- Planning and running speaking events and policy seminars and representing Impetus at speaking events
- Establishing, promoting and maintaining strong relationships across local and national government and political parties, civil society leaders, academics and influential voices strengthening our reputation as a rigorous and trusted source of analysis and ideas
- Working with the Communications Team to maintain and grow our external profile across all our audiences, honing our policy media messages and ensuring we gain media profile for our work

Person specification

Essential

- Proven track-record of effective engagement with stakeholders such as senior civil servants, economic and social researchers, and/or charity partners who influence and shape policy and its implementation
- Experience of analysing and proposing solutions to complex policy problems and forming sound and well-reasoned arguments to convince others how to address them
- Evidence of a producing a range of high-quality written outputs, including analysis of available data policy briefings, blogs and consultation responses
- Demonstrable record of building and maintaining effective working relationships across an organisation, working co-operatively as part of a team
- Demonstrable record of delivering successful policy research projects and a working knowledge of monitoring and evaluating project delivery
- Collaborative style able to build influential relationships with internal stakeholders

- Clear understanding of and interest in national political dynamics, with the ability to make your work relevant to contemporary debate
- A commitment to Impetus' mission
- A 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.

How to apply

Please send a comprehensive CV and supporting statement to recruitment@impetus.org.uk by 9am Monday 28 June 2021. 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 5 July 2021



Second round interviews will take place week commencing 19 July 2021

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.

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.