





Dear Applicant,

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

**The closing date for receipt of completed applications is 9am, Monday 11th August 2025.**

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

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At Impetus, our focus is on helping young people achieve positive education and employment outcomes to increase their chance of leading fulfilling and successful lives, irrespective of their background.

We tackle the three most difficult challenges that affect a young person's ability to succeed in life in Britain today:

- Lost learning through absence, suspensions, exclusions from school
- Stagnation in education attainment outcomes, which means many are missing out on key qualifications like GCSE English and maths
- The large numbers of young people out of education, training and employment

We use our deep expertise and high calibre networks to give the best non-profits working in these sectors the essential ingredients to have a real and lasting impact on the young people they serve.

Through a powerful combination of long-term funding, direct capacity building support from our experienced team and our pro bono partners, alongside research and policy influencing to drive lasting systems change, we work towards a society where all young people can thrive in school, pass their exams and unlock the doors to sustained employment, for a fulfilling life.

We are resolutely focused on outcomes and impact, 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 portfolio partners and the young people we serve.

Impetus is a registered charity and our charity number is 1152262.



## **Our Values**

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In 2022 the Impetus staff agreed the following set of Values to act as our guiding principles as an organisation, and help us to remain focused on achieving our mission to support young people from disadvantaged backgrounds.

### **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.





## About the team

The Philanthropy team raises income for Impetus and for Impetus partner charities. The team consists of 16 staff. Impetus has an annual income of £10 million, which we are looking to grow to £12–£14 million within the next few years. The team is led by the Director of Philanthropy and Partnerships.

The Philanthropy team works with major donors, corporates and grant-making trusts, as well as collaboratively with colleagues across the organisation to ensure we make a compelling case to generate new financial commitments and wider support for our work. The team also delivers a high-quality engagement programme of volunteering and pro bono support for Impetus's corporate partners.

In addition to our direct grants, we have several themed funds that support specific areas of our work, currently Connect and Engage, with plans to launch Skills and Attainment. An important part of this role is working closely with the Investment team to shape compelling cases for each fund, and with the Philanthropy team to connect them with the most suitable donors.

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 design and 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.



## About this role

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This is an exciting opportunity to join our dynamic Philanthropy Team as an interim Events Officer. The successful candidate will be a highly organised individual who has a positive, can-do attitude, who enjoys working independently and as part of a team.

Impetus has a successful annual programme of fundraising and cultivation events including the Transforming Lives Dinner, the Impetus Triathlon and Impetus Future Party. We are looking for an Events Officer to support our programme of events, while also working creatively to innovate and improve our practices.

Reporting to the Head of Events, the Events Officer is an integral part of the Impetus team, supporting our calendar of fundraising and engagement events.

The Events Officer will be involved in all aspects of events management such liaising with venues and suppliers (catering, production, design), working with sponsors, event marketing, guest management and finance tracking. This is a role that will allow the postholder to take a high level of ownership for the sections assigned to them.

You will join a small, passionate and hardworking Philanthropy team.

As part of the role, you will be required to attend in person meetings and our key fundraising events. Currently scheduled are:

- Impetus Triathlon, 13th September (if in post)
- Transforming Lives Dinner, 19th November
- Impetus Futures Summer Party, TBC June 2026



## Job description

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Title:	Events Officer (Interim)
Team:	Philanthropy
Reports to:	Head of Events (maternity cover)
Salary:	£32,604 per annum plus benefits
Contract:	12 month fixed term contract
Working hours:	Full time (37.5 hours per week) we are happy to consider requests for part time hours or flexible working
Location:	Hybrid working - at least two days per week in the Impetus office (currently based in Charing Cross, Central London). We may ask you to come to the office three days per week during the first three months to help set you up well for success – ensuring you get the support you need to thrive. In addition to this, all staff are expected to attend regular Impetus in person events. These include staff away days, training events and a monthly Townhall meeting where we come together in person for lunch and intentional cross-team working
Starting date:	As soon as possible





## Key responsibilities

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### Event Delivery

- Work with the Head of Events and Events Manager on all Impetus's major fundraising events, including the Transforming Lives Dinner, the Impetus Triathlon and the Impetus Futures Summer Party.
- Support our calendar of cultivation events such as the Pro Bono Breakfast and Philanthropy Breakfasts.
- Support research and planning of the annual events programme in line with the wider organisational strategy and objectives.
- Assist the Head of Events with on-site event management for all Impetus events.
- Source auction and raffle prizes, management of auction software and fulfilment of prizes.

### Event Administration

- Manage the administration of all events, including invitation lists, invoices and general enquiries, working with the Head of Events to improve processes.
- Responsible for managing all guest RSVPs across events, keeping guestlists up to date and accurately tracking responses on our CRM system.
- Organise all administration resources for events, including name badges, delegate lists and signage.
- Support the creation of post event reports, analysing data from each event and trends across previous years for the Philanthropy Team and wider organisation.
- Supporting with invoicing, accounting, expenditures and financial reconciliation and assist with monthly reporting on income to Finance.
- Proactively use our CRM system to manage event data.
- Support on supplier and sponsor relationships.





## Team Support

- Manage all incoming enquiries for the Events team via a shared inbox.
- Fully comply with all of the organisation's employment and other policies and procedures.
- Provide general support to the Philanthropy team where required, and work collaboratively with colleagues across the organisation.
- Assist with project management, design, and production of all event communications, social media posts and collateral alongside the Communications team.
- Work closely with the Communications team to manage events pages on the Impetus website.



## Person specification

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### Essential

- Experience of working in a similar events role.
- Excellent project management experience.
- Exceptional organisational skills with the ability to prioritise busy workload.
- Ability to work independently or as part of a team.
- Practical approach to problem solving.
- Ability to be creative and use initiative.
- Meticulous attention to detail.
- Excellent written and verbal communication skills.
- Experience managing volunteers at events.
- Negotiation skills and experience working with suppliers.
- Experience using a variety of communications tools including e-newsletters and social media.
- Excellent IT skills including PowerPoint, Word and Excel.
- Understanding of databases, to include data entry and reporting (knowledge of Salesforce desirable).
- A commitment to Impetus' mission and to equality, diversity and inclusion.

### Desirable:

- Experience of working for a charity on challenge and/or fundraising events.
- Knowledge of the youth sector.
- Knowledge of corporate fundraising.





## 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 age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation. We value diversity and welcome applications from people of all backgrounds.*



## How to apply

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Please click [here](#) to apply.

You will need to:

- **Complete the online form** (including the equal opportunities monitoring form).
- **Upload a comprehensive CV and supporting statement.**

The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

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.

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.

**The deadline for applications is 9am Monday 11 August 2025.**

## Interview

Interviews will take place on **18 August 2025.**

You will also be required to provide proof of your eligibility to work in the UK.

## Personal Data

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.



## Terms and conditions and benefits of working for Impetus

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

### Financial support

Benefit	Detail	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	All staff eligible
Season ticket loan	Interest free – repayable over 10 months	On completion of six-month probation period
Eye test vouchers	Reimburse for the cost of eye examination up to the value of £25 per annum	All staff eligible
BHN Extras	Staff discount site offering special perks for employees	All staff eligible
Cycle to work scheme	Staff save up to 42% on a new bike, e-bike and cycling accessories through this salary sacrifice benefit and can spread the cost of their bike and accessories interest-free over 12 months	All staff eligible
Home and Tech Scheme	Staff save up to 8% on home and tech products at Currys and IKEA, through this salary sacrifice benefit and can spread the cost interest-free over 12 months	All staff eligible

## Work life balance

Benefit	Detail	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
	Flexible bank holidays. Staff can choose to work on five of the UK bank holidays and use their annual leave on alternative days (with the exception of those bank holidays that fall during Christmas Closure)	
	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	
	Birthday leave – staff can take a day of leave on their birthday (or the closest available working day if it falls on a bank holiday or weekend)	
	After three years service staff will receive an additional two days annual leave (pro rata). Total entitlement 30 days per year	Staff with three years service
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
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)
Parental Bereavement leave and pay	Two weeks paid leave	All staff eligible subject to statutory requirements



## Work life balance

Benefit	Detail	Eligibility
Dependency leave and pay	Usually unpaid but paid time off may be granted at discretion of line manager	All staff eligible subject to criteria
Carers leave and pay	One week paid leave	All staff eligible subject to statutory requirements
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 52 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)

## Work life balance

Benefit	Detail	Eligibility
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)
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

## Work life balance

Benefit	Detail	Eligibility
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR	All staff eligible
Employee assistance programme	Health Assured provides a comprehensive employee support service which includes a 24/7 confidential helpline, counselling and bereavement support, financial, legal and medical information, Wisdom Mobile App and online resources	All staff eligible
Health cash plan	Allows staff to claim money back for health treatments and access to services. Also includes employee assistance, discounted rates to health partners and gym memberships	All staff eligible

## Professional Development

Benefit	Detail	Eligibility
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
Sabbatical leave	Opportunity to request up to three months unpaid sabbatical leave	After 10 years service

