



Impetus



Head of Engagement (maternity cover) -
Information Pack

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](#) 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 Monday 02 December 2024.

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 or contact Madeleine Avery, Development Director, madeleine.avery@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 organisations working with these young people, providing core funding and working shoulder-to-shoulder with their leaders over the long term to help them become stronger.

At Impetus we focus on the critical factors that influence the education and employment outcomes for disadvantaged young people in the UK, working with organisations that have the potential for impact at scale, helping their leaders to deliver lifechanging, benchmark beating, sustained outcomes.

We provide them with the funding and the tools to grow and deliver on their promises to the young people they serve. We also seek to influence government and the wider sector to back effective support for young people and invest with other like-minded organisations to tackle the most difficult and under-supported challenges.

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 charity partners and the young people we serve.

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



Our Values

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 and Partnerships team at Impetus is a friendly, driven team that is passionate about building fantastic relationships with a variety of funders that lead to meaningful outcomes for the young people we serve. The Head of Engagement role sits within the wider Philanthropy and Partnerships team, working alongside colleagues driving forward philanthropic income generation and donor retention. It plays a critical role in the stewardship of our partnerships and provides our funders with the chance to give their time and expertise as well as their financial contributions.

As Impetus embarks on a new five-year strategy, we are driving forward our ambition to grow our income and support more young people. A key element in achieving this ambition is sustaining a high-performing engagement programme which will support our fundraising activities. This is therefore an exciting time to be joining the team to help us meet our goals and continue transforming the lives of young people.

About this role

We're looking to recruit an experienced individual who will lead on the donor engagement for all Impetus donors. This person will bridge the gap between our funders and the work we do with the organisations in our portfolio and other partners to transform the lives of young people.

They will be primarily responsible for leading and delivering engagement through volunteering activities, and through this securing ongoing support for Impetus's work. The role is strategic, working in close collaboration with our Investment team to first identify suitable volunteering opportunities via our portfolio partners and then working in close collaboration to deliver opportunities which closely align with the aims of our funders. Our volunteering activities span online CV workshops through to in-person Insight Days, work experience and beyond. The volunteering programme is a vital component of our stewardship offer to our donors, who seek opportunities to meet and support the young people that Impetus serves through the organisations in its portfolio.

The postholder will also support the Head of Engagement (Pro Bono) to enable Impetus to source pro bono support from corporate partners. The role line manages a Philanthropy Officer who facilitates the day-to-day running of volunteering events with partners.



Job description:

Title:	Head of Engagement (maternity cover)
Team:	Philanthropy
Reports to:	Development Director
Direct reports:	Philanthropy Officer
Salary:	£53,167 per annum plus benefits
Contract:	12 month fixed term contract (maternity cover)
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:	January 2025

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



Key responsibilities

Volunteering

- Manage and deliver c.50 online and in person meaningful volunteering activities a year via Impetus portfolio partners.
- Through this delivery of c.50 activities, support the management of Impetus's funding partnerships, including Corporates, Individuals and Grant Making Trusts, to ensure donors are engaged with Impetus's work and continue to support.
- Lead meetings (online and in person) with funders to identify their volunteering needs and drive forward engagement opportunities.
- Liaise closely with the Impetus Investment team and the organisations in our portfolio to build relationships and craft the planning and delivery of a high-quality programme of volunteering sessions.
- Deliver new strategic opportunities to advance our volunteering programme, including the set-up and initial delivery of a new mentoring programme.
- Identify other new donor engagement opportunities through relationships with our portfolio, expanding the range of opportunities available to donors in response to need and availability.
- Craft relevant communications and collateral for the volunteering programme, alongside Development Directors and the Communications team.
- Ensure all communications with external stakeholders are prompt, clear and compelling.
- Work closely with account managers to ensure effective stewardship over the course of donors' annual giving cycles, strategically advising on when to hold and host volunteering opportunities.
- Lead on the data analysis of the volunteering programme, regularly feeding back to the Development Director and Investment team in written, verbal and presentation form.
- Ensure the systems and processes around volunteering are maintained and up to date, as well as ensuring the effective use of Salesforce to hold key data.
- Line manage the Philanthropy Officer and oversee their work plan and development.
- Be prepared to travel across London to deliver volunteering events at corporate partner premises.
- Come into the London office two times per week.
- Attend Philanthropy team events outside of work hours including our evening Summer Party; our Saturday Triathlon; and our evening Transforming Lives Dinner. These are in London and outside of London.



Pro Bono

- Support the Head of Engagement (pro bono) in delivering new pro bono partners, including supporting the research of new partners and attending meetings (where necessary) to build new Pro Bono relationships.
- Working alongside the Head of Engagement (pro bono) and the Investment team, to source external support for pro bono projects. You may also support in monitoring the delivery of these projects and reviewing the quality of execution.
- Support in the stewardship of existing pro bono partners including leading appropriate meetings or Lunch and Learn sessions.
- Record all pro bono contacts and projects within Salesforce database.

Other

- Demonstrate professionalism and best practice in all duties.
- Share the learning from our work across the team, across the organisation and externally.
- Work within Impetus strategy, policies and procedures.
- Attend Impetus events to provide support to Philanthropy team.
- Represent the Philanthropy team on internal projects, working groups and committees as required.



Person specification

Essential

- Experience of running a volunteering or membership programme and familiarity with the fundraising landscape, including a good understanding of the corporate donor marketplace.
- Exceptional project management experience, with the ability to devise donor engagement plans and use project/account plans, budgets, and other financial information.
- Proven experience of maintaining and developing excellent relationships and partnerships with a range of stakeholders, each with different needs.
- Ability to proactively seek and originate new business and activities whilst maintaining and developing existing networks.
- Understanding of the role which skilled volunteering can have for charities.
- A strong interest in partnering closely with charities that are committed to learning about the role of volunteering, building out their volunteering programme and working collaboratively to co-design opportunities for Impetus funders.
- The ability to grasp and interpret complex ideas, including the venture philanthropy model of Impetus and the private equity industry.
- A commitment to Impetus' mission.
- A commitment to equality, diversity and inclusion.
- Growth mind-set: seeks out and acts on feedback in order to improve performance.
- Presence, credibility and ability to look beyond own area of expertise.
- Excellent line management and staff development skills.
- Excellent team player, with a commitment to working in a collaborative and inclusive style.
- Excellent organisational skills with the ability to work independently to prioritise workload and manage conflicting demands in a fast-paced environment.
- Excellent IT skills with experience and knowledge of Microsoft Office and experience in using Salesforce or a comparable CRM system.

Desirable

- The ability to work through the fundraising cycle with donors.
- The ability to work through the pro bono engagement cycle with donors.
- Experience of working in a similar role.
- Knowledge or experience of the youth or charity sector.



Our commitment to equity, diversity and inclusion

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

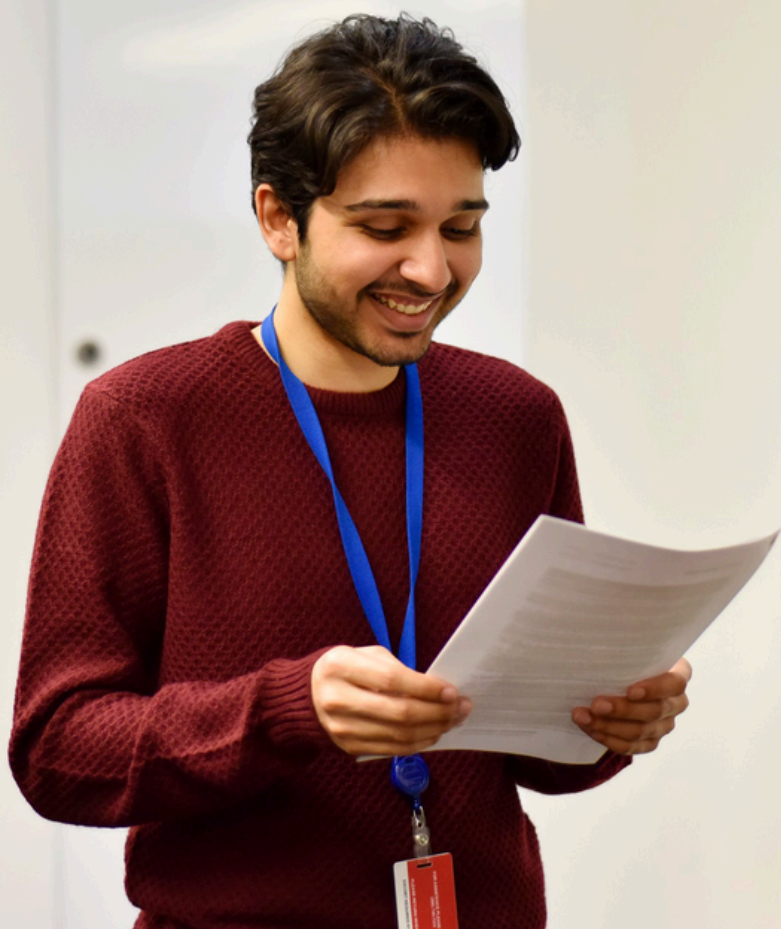
We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

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.



How to apply

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 02 December 2024.

Interviews

First round interviews will take place: **week commencing 09 December 2024.**

Second round interviews will take place: **week commencing 16 December 2024.**

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 way. 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



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
	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)	
	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
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)

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
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)

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	Free confidential phone line	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

