



Impetus



Investment Director - Information Pack

Dear Candidate,

We believe that all young people deserve to succeed in school and in work, whatever their background. As we enter a challenging time with rising inflation and a likely recession, our work feels more vital than ever before. We are pleased to be able to expand our team to support our growing portfolio of charity and non-profit partners, in order to reach and impact more lives. The role of Investment Director presents an exciting opportunity to contribute meaningfully to the charities we serve, the team itself, and the whole of Impetus.

We support a portfolio of 25 high potential charity and non-profit partners in the youth sector, helping them deliver benchmark-beating employment and education outcomes for young people, and to grow. We believe the strength of our approach resides in three things:

1. Building deep, trust-based sustainable relationships with charity leaders by, investing time, kindness, integrity and honesty
2. Providing our charities multi-year, unrestricted funding to help them become sector-leading organisations and scale their impact
3. Offering tailored advice to charity leaders' most pressing and strategic questions, including their mission, programme design, performance management, growth planning, and financial resilience.

Working with our charitable partners is a privilege. The leaders we support are incredibly talented, passionate and keen for external advice, and the issues we work through with them are stimulating and stretching. Our senior management relationships are some of the most fulfilling relationships many of us have had in our careers, while the growth and impact performance of our partners are testament to charities' commitment to disadvantaged young people and the influence we have on their development.

Charities and funders often comment on the quality of our people. Our team is analytical and data driven; we are deeply relational, low-ego and collaborative. We actively invest in our colleagues holding regular training and community of practice sessions, and use skills-based assessments to tailor development.

As an organisation we seek to embed diversity of thought, background and experience in every aspect of our work and actively challenge our assumptions to better deliver change. Over the past two years we have taken action to help reduce racial inequality in the youth sector. In 2021 we launched our Connect Fund to support diverse leaders and their robust solutions to the entrenched employment gap faced by young people from ethnic minority backgrounds compared with their white peers. We have also built a highly regarded Leadership Academy for emerging youth sector leaders from ethnic minority backgrounds which is sponsored by Bank of America.

If you are looking for a role combining strategic thinking, analytical insight and influencing emerging leaders, as well as the opportunity to work with a supportive team to transform young lives, I hope you will apply to work with us.

I look forward to hearing from you.

Sebastien Ergas
Portfolio Director



Dear Applicant,

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 11.59pm Sunday 10 November 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



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 over the long term to help them become stronger organisations.

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

We provide these charities 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.

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 Investment Team

The Investment Team is responsible for selecting portfolio partners, managing our charity investments and supporting our charity partners to improve and scale their impact.

The Investment Team also leads the Impetus Leadership Academy, a leadership development programme to support talent from ethnic minority backgrounds in the UK youth sector to progress into senior leadership roles.

The team is made up of 18 people, including former teachers, charity chief executives, charity impact leads, management consultants, social investment portfolio managers and impact consultants.

The team is led by a Portfolio Director who sits on the Senior Management Team. The Portfolio Director has 5 direct reports: a Deputy Portfolio Director, three Sector Leads (who lead our work in School engagement, School attainment and Employment Sectors) and an Impact Lead. Sector Leads line manage 6 Investment Directors. Investment Directors line manage Investment Managers (currently 5). Investment Directors and Investment Managers tend to primarily focus on a sector but might have mixed portfolios, depending on need, experience and interest.

The Investment Team has a good track record of role progression. All four Leads and a number of our Investment Directors were promoted from within the team.

The team is passionate, rigorous, determined, creative and warm. We come from a range of backgrounds and bring a broad mix of perspectives. We care deeply for our colleagues, our portfolio partners and the young people we serve.

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 in order to be successful.

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.



Job description – Investment Director


The Investment Director (ID) is a key member of the Investment Team, playing a leading role in identifying, assessing, and supporting portfolio partner charities and other non-profit organisations to deepen their impact and scale their outcomes. This role works closely with other Investment Directors and Investment Managers to deliver external facing support to portfolio partners as well as internal projects to support the development of the investment model and portfolio strategy.

Investment Directors use strategic thinking, analytical rigour, and senior relationship skills to support a portfolio of amazing organisations that, together, will help shift the life chances and outcomes of young people from disadvantaged backgrounds in the UK.

Overview

Title:	Investment Director
Team:	Investment Team
Reports to:	Sector Lead
Direct reports:	You may line manage an Investment Manager/s in the future
Salary:	£70,737 per annum pro rata plus benefits
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:	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, including staff away days, training events and a monthly Townhall meeting for lunch and intentional cross-team working
Starting date:	As soon as possible

*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

Finding high potential charities and non-profit partners for our portfolio

- Identifying potential charitable organisations for investment
- Leading in-depth due diligence process to assess and build partnership foundations with potential partners – covering leadership and governance, and their impact, scale, and partnership potential
- Modelling from first contact of origination, our approach to engaged and trust-based investment management support
- Developing and championing high quality investment propositions to our Investment Committee

Managing partnerships with portfolio partners

- Managing relationships with partner Chairs and CEOs
- Agreeing Service Funding Agreements, including appropriate annual investment milestones to allow for a clear assessment of re-investment potential at end of phase
- Regularly monitoring and assessing partner progress / risks against milestones and making recommendations for progression or exit
- Escalating key risks on performance, leadership and safeguarding
- Conducting annual partnership review with Sector Leads and partner CEOs
- Working with Impetus Finance colleagues to ensure timely distribution of grant payments, in line with Service Funding Agreements

Supporting portfolio partners

- Providing direct support to CEOs and senior colleagues on key strategic topics, using a mix of at least monthly one-to-one meetings and group facilitation to:
 - o clarify theory of change
 - o define long term ambition
 - o develop growth strategy
 - o achieve a step change in the delivery and performance management of outcomes,
 - o strengthen leadership (individual and collective) and governance capabilities,
 - o develop path to scale
 - o build financial resilience
- Scoping and project managing 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
- Identifying 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

- Collaborating 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 leveraging the support of investment managers to advance the objectives developed for each charity partner that is managed by an Investment Director.
- Identifying 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;
- Collaborating 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 leveraging the support of investment managers to advance the objectives developed for each charity partner that is managed by an Investment Director.

Support to Impetus

- Developing 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;
- Working closely with team colleagues to use learnings from our work and domain expertise to inform our strategy, our model and delivery over time;
- Leading on and contributing to internal topics, such as team strategy development, digital transformation, or equity, diversity, and inclusion.
- Contribute towards Impetus' public affairs and philanthropy objectives through input into case studies, research and policy campaigns, donor reports and fundraising events
- Sharing the learning from our work across the team, across the organisation and externally working within Impetus strategy, policies and procedures
- Engaging in Impetus pro bono, communications, and advocacy events, and engage charity partners appropriately in these events.
- Where appropriate, line-managing and supporting Investment Managers on the team to grow and develop, and achieve their project, role and team objectives.



Person specification

The successful candidate will need to show evidence that they meet many of the following skills, capabilities and experience.

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;
- A talent for strategic thinking around complex issues;
- Strong financial acumen and analytical skills;
- Understanding of impact measurement and evaluation fundamentals;
- Tenacity and initiative;
- Ability to flex personal style to needs of charity and leadership;
- Growth mind-set to seek out and act on feedback;
- Proven ability to work independently, and to exercise good judgment;
- Strong planning and time management skills;
- Interest in partnering closely with charities that are doing what it takes to get better
- A commitment to equity, diversity and inclusion.

If you don't tick all these boxes, but still feel that you fit the profile, please apply anyway.

Desirable

- Experience in the non-profit (charity or social enterprise) sector, through work, as a pro-bono volunteer or Trustee capacity
- Experience in consulting, investment management, senior charity management, or other in-depth grant making and advisory work;
- Knowledge and expertise in UK education or youth employability sectors;
- Board experience in private, public or third sector;
- Understanding of or experience with commissioning impact evaluations.



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 11.59pm Sunday 10 November 2024.

Interviews

First round interviews and an assessment task will take place on 18 and 19 November 2024.

Second round interviews will take place on 27 November 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

