

## Information Pack – Policy Advisor

Dear Applicant,

Thank you for your requesting this 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 10am Monday 9 January 2023**

If you would like to find out more about the role or have any questions regarding the recruitment process please contact [recruitment@impetus.org.uk](mailto:recruitment@impetus.org.uk) or Ben Gadsby, Head of Policy and Research, [Ben.Gadsby@Impetus.org.uk](mailto:Ben.Gadsby@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 26 charities with programmes across England and Wales.

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

**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 partnerships with others to achieve our mission and drive systems change for young people.

## About the team

Our Public Affairs team consists of the Policy and Communications teams. This Policy Advisor role sits in the Policy team which is led by the Head of Policy and Research and includes a Senior Policy Advisor.

The Policy team influences key decision makers through direct engagement with senior officials, commissioning and sharing research and insight 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.

The outcomes Impetus focusses on are 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 in discussions on the future of civil society.

## About this role

Are you looking to work with an organisation at the forefront of conversations on education and employment for young people from disadvantaged backgrounds?

Are you excited about the idea of working alongside practitioners in leading charities working directly with young people?

Are you committed to finding long term, evidence led solutions that address deep seated social challenges?

Do you want to champion the hardest hit young people, are you fearless in asking difficult questions and challenging the status quo and would you be able to build powerful partnerships based on trust?

We're keen to hear from policy professionals who share our passion and commitment to getting the support young people from disadvantaged backgrounds need to succeed in school, work and life.

The Policy Advisor will be responsible for

- **Access to higher education**

We want to ensure more young people from disadvantaged backgrounds get into university. This is a longstanding policy area for us. We have lots of policy positions and connections, and we want someone to come in and keep driving towards the changes we want to see, while also developing new thinking as new topics come up. In recent years we've focussed on protecting university funding of access schemes, and highlighting the challenges of admissions reform. In future, we want to keep working closely with the Office for Students,

convening a quarterly third sector forum so they can hear from widening participation charities.

- **Building consensus around social and emotional learning (SEL) in schools**

While the outcome we are working towards is attainment, we know it's important to support the whole child so that young people are ready to learn and succeed at school. While many believe SEL is important, there's not much consensus around what it means, why it's so important and what role it should play in our future education system. We want to try and answer this challenge, building on a recent research report we commissioned and roundtable we hosted.

We drive all our policy agendas as best we can with both government and opposition. But politically, these policy areas are likely to find more fertile ground in left of centre politics, and it's likely the successful candidate will have a strong enough grasp of the dynamics of left of centre politics to help us also think about left of centre engagement in our other policy areas like youth employment and alternative provision.

Fancy a chat? Please feel free to reach out to Ben Gadsby, Head of Policy and Research, [Ben.Gadsby@Impetus.org.uk](mailto:Ben.Gadsby@Impetus.org.uk)

## Job description – Policy Advisor

Title:	Policy Advisor
Team:	Public Affairs
Reports to:	Head of Policy and Research
Direct reports:	None
Salary:	£39,830 per annum plus benefits
Contract:	Permanent
Working hours:	Full time (37.5 hours per week) but flexible working requests will be considered
Location:	Hybrid: at least two days per week in Impetus office (currently based in Charing Cross, Central London)
Starting date:	ASAP

### Key responsibilities

- Identifying opportunities and recommending approaches for influencing public policy to improve the outcomes of young people from disadvantaged backgrounds.
- Identifying key points of influence, creating power maps, and proposing strategies to deliver change in policy decisions.
- Building links with our charity portfolio and Investment team, to gather their insights and reflect these in our policy making and influencing and ensure decision-making and investment priorities are policy-informed.
- Generating and appraising policy options and proposing solutions, taking account of the practicalities and risks as well as opportunities for implementation.
- Supporting our charities to take their voice to decision makers through coalitions and partnerships, and facilitating meetings with decision makers.
- Briefing and supporting senior staff within the relevant policy areas, such as to prepare for a speaking event, roundtable, or top level stakeholder meeting.
- Establishing and maintaining relationships across local and national government, political parties, and influential voices, to increase both our reputation as a rigorous and trusted source of analysis and ideas, and our influence.
- Working with the Communications team to maintain and grow profile of policy work with priority audiences, in particular securing media coverage for our work and keeping donors abreast of what we do and why.
- Supporting internal team processes by monitoring an allocated set of information sources, providing content for the internal updates team channel and external newsletter, ensuring information management systems are kept up to date (e.g. a single source of truth for policy positions, team calendar), and contributing to our collaborative team culture.

## Person specification

- An excellent communicator, able to write and speak persuasively with a range of external audiences to make a strong case for change.
- Excellent political awareness and a passion for engaging in public policy debates in education and tackling the barriers that young people from disadvantaged backgrounds face. This passion might stem from personal experience, working in a further or higher education institution, or being part of a policy team in national or local government, a charity, membership organisation or think tank
- Experience of politically-focused influencing with a deep knowledge and understanding of politics, and a strong network of relevant contacts.
- A track record of producing a range of high-quality written outputs, including policy briefings, blogs and consultation responses.
- Experience of engaging stakeholders, which might include civil servants, economic and social researchers, and charities.
- The ability to analyse and propose solutions to complex policy problems, including consideration of the costs and benefits of potential solutions.
- Collaborative working style that builds great working relationships across an organisation and with partners.
- A commitment to Impetus' mission.
- A commitment to equality, diversity and inclusion.

### **Bonus criteria**

*While not explicitly required, we would love to find a candidate who also had*

- The public affairs skills to know what might interest stakeholders in a dataset combined with the Excel skills to investigate! In practice this is likely to be an understanding of how and when to use tools like pivot tables or index/match to analyse government statistical releases.

## Recruitment timetable

Round 1 interview (one hour, remote or in person)	Tuesday 17 & Wed 18 January (pm)
Round 2 meet the team (30 mins remote)	Wednesday 25 January (pm)
Round 2 interview (one hour, in person preferred)	Thursday 2 February (pm)

Please let us know if there are times you would struggle to interview in the above timetable.

## 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 would 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:

<b>Financial support</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
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
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

<b>Work life balance</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
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
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



<b>Work life balance</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
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)
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)

<b>Work life balance</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
	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 **10am Monday 9 January 2023**. 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.

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.