

Information Pack: Policy Officer

Dear Applicant,

Thank you 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](#)
- 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 11.59pm on Monday 17 August.

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 education and employment outcomes of young people from disadvantaged backgrounds.

We do this by using our deep expertise and high calibre networks to give the best nonprofits in these sectors the essential ingredients to have a real and lasting impact.

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.

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

We are brave and curious

We are bold and brave in our pursuit of better outcomes for young people. We lead with curiosity and stay open to new perspectives. We support one another to take considered risks and learn together.

We bring high trust, high challenge

We build strong, long-term relationships through honesty, kindness, integrity, and respect. We create the space for open, constructive challenge, where colleagues, partners and supporters feel safe to speak up, hold each other to account, and bring their best in pursuit of our mission.

We are 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.

We thrive through diversity

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.

We always seek collaboration

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

The Policy team is a small, collaborative and collegiate team looking to expand. We have a unique set-up, sitting separately to but working closely with the Communications team as part of the wider Public Affairs team. We influence 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.

About this role

The Policy Officer is a fixed-term role, created to provide extra support in a rapidly expanding organisation at the forefront of youth policy. The successful candidate will have the opportunity to support the strengthening of Impetus' role as a thought leader across education and youth employment policy, as well as work with colleagues to strengthen and maintain relationships with parliamentarians and key decision-makers.

We are looking for someone who shares our commitment to getting young people from disadvantaged backgrounds the support they need in education and employment. You'll demonstrate good political awareness and interest, either through previous work experience, volunteering or otherwise. You'll have a good understanding of the UK's policy environment, with an interest in increasing your knowledge and relationships in this area and developing and expanding links with a range of parliamentary, government and other key stakeholders.

The Policy Officer will be part of the wider Public Affairs team, and you will support our education and employment policy work and will be expected to regularly collaborate with the Communications team. You will have a track record of producing a range of high-quality written outputs, including policy briefings, blogs and consultation responses, and a willingness to seek feedback to improve clarity and impact.

The Policy Officer will monitor political and policy developments, undertake research and analysis, produce clear briefings and other written materials, support stakeholder engagement and events, and support administrative and project coordination across the Policy team. The successful candidate will be committed to improving outcomes for young people from disadvantaged backgrounds, politically aware, an excellent communicator, highly organised and collaborative, and committed to Impetus' mission and to equality, diversity and inclusion. Experience of external stakeholder engagement and using the CRM Salesforce would be advantageous.



We welcome applications from underrepresented groups, particularly those who were eligible for free school meals as children.

Job description:

Title:	Policy Officer
Team:	Public Affairs team
Reports to:	Line manager to be confirmed
Salary:	£34,873 per annum plus benefits
Grade:	1
Contract:	Fixed term 12 month contract
Working hours:	Full time (37.5 hours per week)*
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 bi-monthly Townhall meeting where we come together in person for lunch and intentional cross-team working.
Starting date:	ASAP

**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

- Monitor and analyse political and policy developments and parliamentary activity, keeping your knowledge up to date and accurate, ensuring information is recorded using agreed templates and systems, and flagging relevant updates to senior team members promptly.
- Support the identification of opportunities for influencing public policy to improve the outcomes of young people from disadvantaged backgrounds.
- Support senior team members to establish and maintain relationships across local and national government, political parties, and influential voices.
- Brief and support senior staff within the relevant policy areas, such as to prepare for a speaking event, roundtable, or high-level stakeholder meeting.

- Support Impetus' work influencing political stakeholders or other senior audiences, including supporting the team's stakeholder management, and event organisation.
- Support Impetus' research and policy work, including:
 - Undertaking background research and analysis on relevant topics ensuring data quality, completeness and accuracy and flagging issues when needed
 - Drafting a wide range of written copy for various audiences, including literature reviews, evidence submissions, policy briefings, newsletter contributions etc. following agreed guidelines, templates and approval processes
 - Providing administrative support where necessary, such as organising meetings, ensuring team calendars are up to date, keeping Salesforce up to date, and gathering evidence in support of our KPI performance monitoring
 - Attend relevant external events on behalf of the team and support colleagues by taking notes, preparing summaries and sharing relevant insights
- Support coordination and delivery of quarterly and annual statistical releases.
- Support the Policy team with fundraising, including by drafting policy updates and case studies for the Philanthropy and Partnerships team.
- Contribute to a collaborative and inclusive team culture.

Person specification

Essential

- A strong commitment to improving outcomes for young people from disadvantaged backgrounds, and an understanding of the barriers they face across education and employment.
- Good political awareness and interest, including experience in a policy or a parliamentary environment, and an understanding of the political landscape across England, alongside enthusiasm for developing professional knowledge in this area.
- A track record of producing a range of high-quality written outputs, including policy briefings, blogs and consultation responses, and a willingness to seek feedback to improve clarity and impact.

- Excellent communication skills, including the ability to write and speak persuasively to a range of audiences and support Impetus' case for change.
- Proven organisational skills and the ability to operate effectively in a busy office environment, including the ability to manage multiple tasks, meet deadlines, and work across different projects simultaneously.
- Able to follow agreed processes, templates and guidance, maintaining accurate records and escalating issues early.
- Demonstrable record of building and maintaining effective working relationships across an organisation, working co-operatively as part of a team, welcomes feedback, and seeks clarification when tasks or priorities are unclear.
- Strong IT Skills (Microsoft Office essential).
- A clear commitment to Impetus' mission and values.
- A strong commitment to equality, diversity and inclusion.

Desirable

- Experience supporting engagement with external stakeholders such as parliamentarians, civil servants, academics, researchers, and/or charity partners who influence and shape policy and its implementation (e.g. scheduling meetings, preparing briefings, drafting correspondence).
- Experience with using the CRM system Salesforce.

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 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

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, Monday 17 August

Interviews

First round interviews will take place: **w/c 24 August**

Second round interviews will take place: **w/c 31 August**

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 and Wellbeing Support		
Benefit	Details	Eligibility
Pay	We benchmark pay in the whole charities market and we set our pay line at the market upper quartile and pay our people in a range +/- 10%	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
Life Assurance	Four times salary	All staff eligible
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
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
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
Eye test vouchers	Reimburse for the cost of eye examination up to the value of £25 per annum.	All staff eligible
Season ticket loan	Interest free - repayable over 10 months	On completion of six-month probation period
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

Financial and Wellbeing Support		
Benefit	Details	Eligibility
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
BHN Extras	Staff discount site offering special perks for employees	All staff eligible
Give as you earn (GAYE)	Membership to scheme to enable employees to make donations exempt from National Insurance	All staff eligible

Work life balance		
Benefit	Details	Eligibility
Flexible hours	10am to 4pm are core hours. Office hours are 8am to 6pm	All staff eligible
Hybrid working/ work from home	Opportunity to work remotely and in the Impetus office All staff are expected to attend at least two days per week in the office as well as regular Impetus in-person events such as staff away days, training events and a monthly Townhall meeting where we come together in person for lunch and intentional cross-team working. More regular home working may be agreed through a flexible working request.	All staff eligible
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).	
	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)	

Work life balance		
Benefit	Details	Eligibility
	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	All staff eligible
	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
Unpaid leave	Option to request additional unpaid leave. Employees can request up to five days unpaid leave per year (pro rata).	All staff eligible (after one months service)
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR	All staff eligible

Family Friendly		
Benefit	Details	Eligibility
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

Family Friendly		
Benefit	Details	Eligibility
		week before the child is expected)
	Occupational Paternity Pay (OPP) - four 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)
	Occupational Shared Parental Pay (OShPP) - 9 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
Compassionate leave and pay	Discretion of line manager (up to five days paid)	All staff eligible subject to criteria (which include, for example, closeness of family

Family Friendly		
Benefit	Details	Eligibility
		member in event of death in family)
Parental Bereavement leave and pay	Two weeks paid leave	All staff eligible subject to statutory requirements
Dependency leave and pay	Discretion of line manager (up to five days paid)	All staff eligible subject to criteria
Carers leave and pay	One week paid leave	All staff eligible subject to statutory requirements

Professional Development		
Benefit	Details	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