



# Public Affairs Officer (part-time) - 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](#)
- 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 [23:59 on Monday 09 March 2026](#).**

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

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

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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.

### **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 alongside 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

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The Public Affairs Officer is a new and exciting role in a rapidly expanding organisation at the forefront of youth policy. The successful candidate will have the opportunity to support the strengthening of Impetus' public affairs profile, as well as support colleagues to strengthen and maintain relationships with parliamentarians, decision-makers, sector stakeholders and wider civil society.

We are looking for someone who shares our commitment to getting the support young people from disadvantaged background need in education and employment. You'll have a passion for building and maintaining relationships with key stakeholders across government and the third sector. You will 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.

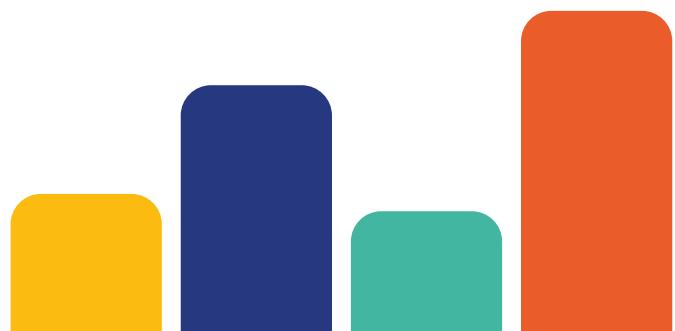
The Public Affairs Officer will be part of the wider Public Affairs team. Though you will report to the Head of Youth Employment Policy, you will work across both our education and employment policy work, and will be expected to regularly collaborate with the Communications team, and will understand the role of communications in shaping the political agenda and the public debate. You will have experience of writing for a wide range of audiences, ranging from policy briefings to social media content.

This role supports the delivery of high-quality public affairs work, following agreed plans, templates and processes, and escalating risks or issues promptly.

We're interested in candidates who can demonstrate strong organisational skills, with experience of either leading or supporting the coordination and delivery of events. We'd particularly like to hear from candidates who have managed a CRM database such as Salesforce. You will be a strong team player, with a collaborative working style.

We are also keen to see a demonstrated commitment to equity, diversity and inclusion (EDI), and interested to hear how you have led or supported any initiatives or projects relating to this.

We welcome application from underrepresented groups, particularly those who were eligible for free school meals as children. If you would like to chat about the role, please contact Ayesha Baloch at [ayesha.baloch@impetus.org.uk](mailto:ayesha.baloch@impetus.org.uk).



## Job description

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Title:	Public Affairs Officer (part-time)
Team:	Public Affairs
Reports to:	Head of Policy - Youth Employment
Salary:	£34,873 per annum pro rata plus benefits (£27,898 per annum based on 30 hours per week – 0.8 FTE)
Contract:	Permanent
Working hours:	This is a part time role, with the role holder working 0.8 FTE. We are open to different working patterns, in line with our flexible working policy, and these can be discussed at interview.
Location:	Hybrid working - at least 40% of your time in the Impetus office (currently based in Charing Cross, Central London). We may ask you to come to the office more often 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

*\*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

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- Work with the Heads of Policy and Communications teams to contribute to public affairs plans by providing research, coordination and administrative support from the outset of each project.
- Monitor and analyse political, 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 promptly.
- Support the coordination of stakeholder engagement, including preparing briefings, organising meetings and maintaining accurate CRM records.
- Coordinate and deliver public affairs events, including logistics, invitations, materials, briefing packs, on-the-day support and post-event follow-up for meetings, party conference activities, evidence sessions, roundtables, report launches and all other relevant events.
- Manage our CRM database (Salesforce), ensuring data quality, completeness and accuracy, and flagging issues when needed.
- Support the Communications team to maintain and grow the profile of our policy work with priority audiences, following agreed brand guidelines, templates and approval processes.
- Undertake some desk-based research to support policy projects when required, ensuring accuracy and clarity in all research outputs.
- Assist in developing campaign tools and published materials.
- Draft policy briefings, summaries, papers, presentations, and social media content.
- Brief and support senior staff within the relevant policy areas, such as to prepare for a speaking event, roundtable, or high-level stakeholder meeting.
- Monitor political and parliamentary developments and flag relevant updates and opportunities for influencing public policy to senior team members.
- Support internal team processes by monitoring an allocated set of information sources, providing content for the internal and external newsletters, ensuring information management systems are kept up to date and accurate (e.g. briefing pack, team calendar).
- Contributing to a collaborative and inclusive team culture.
- Attend relevant external events on behalf of the team and support colleagues by taking notes, preparing summaries and sharing relevant insights.



## Person specification

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### 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.
- 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.
- Strong written communication skills, including the ability to write copy for a range of audiences and formats based on complex content e.g. policy briefings, blogs, articles, website content and more, and willingness to seek feedback to improve clarity and impact.
- 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 skills essential).
- Comfortable handling data, ensuring accuracy, and following data quality and confidentiality standards.
- Interest in politics and UK public policy and enthusiasm for developing professional knowledge in this area.
- A commitment to Impetus' mission.
- A 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 managing a CRM database or similar, ensuring information management systems are up to date.
- Experience of leading and supporting event delivery and management including logistics, preparation, and coordinating inputs from colleagues.



## 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 23:59 on Monday 09 March 2026.**

## Interview

First round interviews will take place: **week commencing 16 March 2026.**

Second round interviews will take place: **week commencing 23 March 2026.**

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 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.

## Financial and Wellbeing Support

Benefit	Details	Eligibility
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.
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.

## Work life balance

Benefit	Details	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 (except for those bank holidays that fall during Christmas Closure).	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)	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	Staff with three years service.
	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.

## Family Friendly

Benefit	Details	Eligibility
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	Occupational Paternity Pay (OPP) - four weeks at full pay.	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected).
	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.	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

## Family Friendly

Benefit	Details	Eligibility
		"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 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	<p>A range of organisational and individual training and development opportunities.</p> <p>Budget - £750 is allocated to each individual annually, plus a central budget agreed annually.</p>	All staff eligible.
Professional subscription	May be able to help - discuss with line manager and HR.	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.