



**Research and Evidence 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.



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

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

The Research and Evidence Officer is a new and exciting role at Impetus, an organisation at the forefront of youth policy. Impetus is evidence led and impact focused and we take this approach to our policy and public affairs activity.

The successful candidate will provide the robust data and insights needed to help us build a better understanding of young people's experiences across education and employment, support colleagues by providing accurate data, analysis and insight that informs policy development and communication designed to improve their outcomes, and support the team to create compelling cases for change tailored to a range of audiences. They will be line managed by the Head of Education Policy but work across both employment and education policy domains.

We are a busy team doing interesting and exciting work. Day-to-day you might be extracting insights from government published data, providing evidence for a policy briefing, drafting a report for a policy audience, or working with colleagues from across the team to communicate research findings in impactful ways, following agreed templates, processes and quality standards, and seeking clarification where needed.

We are looking for someone with a commitment to supporting young people from disadvantaged backgrounds to get the support they need for a fulfilling life, whatever that means to them. You will have good knowledge of quantitative and qualitative research methods, have the skills required to analyse a range of data sets, including confidence applying quantitative research methods to conduct primary and secondary analysis of large and complex datasets, and the ability to present research findings clearly.

This is an exciting time to join a rapidly growing organisation. We work on tackling the barriers that hold back young people from disadvantaged backgrounds including reducing the numbers losing learning through absence and exclusion, improving GCSE attainment in English and maths and ensuring youth employment provision reaches those furthest away from work. Your contribution to this work will have a tangible impact on these and other areas.

We are 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 book a slot [here](#).

Job description

Title:	Research and Evidence Officer (part-time)
Team:	Public Affairs
Reports to:	Head of Policy - Education
Salary:	£34,873 per annum pro rata plus benefits (£20,924 per annum based on 22.5 hours per week – 0.6 FTE)
Contract:	Permanent
Working hours:	This is a part time role, with the role holder working 0.6 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

- Monitor monthly data releases and new research published across our areas of interest and record relevant information accurately following agreed templates and systems.
- Use quantitative and qualitative research skills to support and contribute to the delivery of a range of research projects and reviews, conduct data analysis, and generate robust evidence across relevant policy areas and portfolio partner activity.
- Translate complex data accurately into accessible reports, briefings, summaries, papers, presentations, and other content ensuring accuracy, clarity and adherence to organisational templates and approval processes.
- Use research findings to provide accurate evidence and summaries that support colleagues in developing policy positions, evaluating proposals, and proposing evidence-based solutions.
- Prepare accurate briefing materials and background notes to support senior colleagues on relevant policy areas ahead of meetings and events (speaking events, roundtables, and senior-level stakeholder meetings).
- Collaborate with the Communications team to develop content for external priority audiences to maintain and grow the profile of policy work, by preparing draft summaries, data points and visuals in line with agreed templates and style guides.
- Support the policy team in gathering, organising, summarising and using evidence from portfolio partners.
- Support internal team processes by monitoring an allocated set of information sources, providing content for internal and external newsletters, ensuring information management systems are kept up to date and accurate (e.g. briefing packs, team calendar).
- Contributing to a collaborative and inclusive team culture.
- Support the Heads of Policy to build and maintain relationships with researchers, academics, and the education sector by writing briefings, maintaining a contact database, and representing Impetus' interests at events.
- Collaborate with peers to meet deadlines and deliver results, ask for clarification when needed, share information promptly, and work cooperatively to meet deadlines.



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 knowledge of quantitative and qualitative research methods, and how these can be applied to policy and practice.
- Ability to support the development of research tools including surveys, interview guides, and tailored data collection plans.
- Experience of analysing data and evidence (quantitative and qualitative), including working with large or complex datasets ensuring accuracy and following agreed guidance.
- Experience using statistical or data analysis tools (e.g. Excel, R, Stata, SPSS, or similar).
- Ability to interpret research findings and translate complex data into clear, accessible outputs to improve clarity for non-technical audiences (e.g. briefings, reports, presentations).
- Strong written communication skills, with the ability to draft clear, accurate, and well-structured content for policy or public audiences which are in line with agreed templates and processes.
- Ability to gather and summarise evidence that supports colleagues in developing policy positions and decision-making.
- Good organisational skills, with the ability to manage multiple tasks, meet deadlines, and work across different projects simultaneously. Able to follow established processes, manage own tasks, and maintain accurate records.
- A commitment to working with collaboratively with colleagues from diverse backgrounds, and to contribute positively to a team-based working culture.
- A commitment to Impetus' mission.
- A commitment to equality, diversity and inclusion.

Desirable

- Experience working in a policy, university or research environment, think tank, charity, or public sector environment.
- An interest in education and/or employment policy and the use of evidence to drive systemic change and a willingness to build understanding.
- Knowledge of the UK government and policy-making process, including the roles of departments, Parliament, and external stakeholders, and how research and evidence contribute to policy development and decision-making.



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

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.