



CANDIDATE PACK FOR EXECUTIVE DIRECTOR



WELCOME

Thank you for your interest in the role of executive director at the Institute of Public Policy Research (IPPR). IPPR was launched in 1988, with the aim of generating and researching alternative, progressive policy ideas. Over more than three decades since, IPPR has worked to ensure that ideas that once seemed impossible have become reality. We are passionate and committed to working towards a fairer, greener, and more prosperous society through our pioneering research as the UK's leading progressive research charity.

From making the early case for the minimum wage and taking regional inequality to the top of the political agenda, to proposing a windfall tax on energy companies, our research and policy work has put forward practical solutions for the crises facing society - to enable justice, progress and change. The recent conclusion of [IPPR's Commission on Health and Prosperity](#) was not just highly influential with the government, but also mainstreamed the idea that one of the key issues holding our economy back, is the poor health of the nation. In 2004, IPPR North was launched to lead work on devolution and regional inequality and connect our work more deeply with people of the villages, towns and cities too often been neglected by national policymakers. A decade later came the launch of IPPR Scotland, with the aim of shaping progressive policy north of the border as increasing powers were transferred to the Scottish parliament.

We are now at an incredibly exciting time for the organisation, with the advent of a new government, new IPPR research teams - including a new IPPR International team - and are seeking a new executive director to lead us into the next phase as we navigate the new and complex political landscape. They will be responsible for providing strategic leadership and development, and the operational management of the organisation, to ensure IPPR achieves its missions and objectives, and its research remains at the cutting-edge of public policy. They will work closely with the chair and board of trustees to set the strategic direction, manage resources effectively, secure and manage strategic funding relationships, and represent the organisation externally at the most senior levels of government, politics, business, the voluntary sector, and the media.

This is a significant opportunity for an experienced strategic leader who has a depth of passion and knowledge about the UK political and policy landscape, intellectual flair, and a desire to curate and deliver the most innovative and progressive ideas into shaping a bold new policy agenda. With exceptional and inclusive leadership skills, empowering teams to thrive, they will have excellent income generation expertise and in developing business models. With presence and a compelling communicative style, they will work collaboratively and inspire and influence at all levels of our talented and committed team.

If you believe you have the skills and qualities we are seeking, we would be very pleased to hear from you.



Lord Victor Adebowale
Chair, Institute for Public Policy



ABOUT US

The Institute for Public Policy Research (IPPR) is an independent charity working towards a fairer, greener, and more prosperous society.

We are researchers, communicators, and policy experts creating tangible progressive change, and turning bold ideas into common sense realities.

Working across the UK, IPPR, IPPR North, and IPPR Scotland, and through our pioneering participative research, we are deeply connected to the people of our nations and regions, and the issues our communities face.

We have helped shape national conversations and progressive policy change for more than 30 years. Today, our work drives social, democratic, environmental, and economic progress by securing:

- well-funded and reformed public services (health, care, housing, education) and social security that ensures everyone has access to the basics they need to flourish
- a renewed democracy which gives everyone a voice in society and passes power down to people, places, and communities, alongside a fair and compassionate immigration system which supports social integration
- a modern, green economy that delivers prosperity and justice to all people and places through actively shaping markets for social good and tackling concentrations of wealth and power.

At this incredibly exciting time for the organisation, we are seeking an executive director to lead us through the next phase of our development as we navigate the new political landscape to help shape public debate and create effective change.

LANDMARK RESEARCH

Our landmark reports have included the Commission on Economic Justice, a two-year inquiry to examine the challenges faced by the economy, which brought together leading figures from business, trade unions and civil society, including the Archbishop of Canterbury, the head of the City of London Corporation and the general secretary of the TUC. Its [2018 final report](#) won broad support for its bold proposals to fundamentally reform the UK economy, and is still shaping debate today.

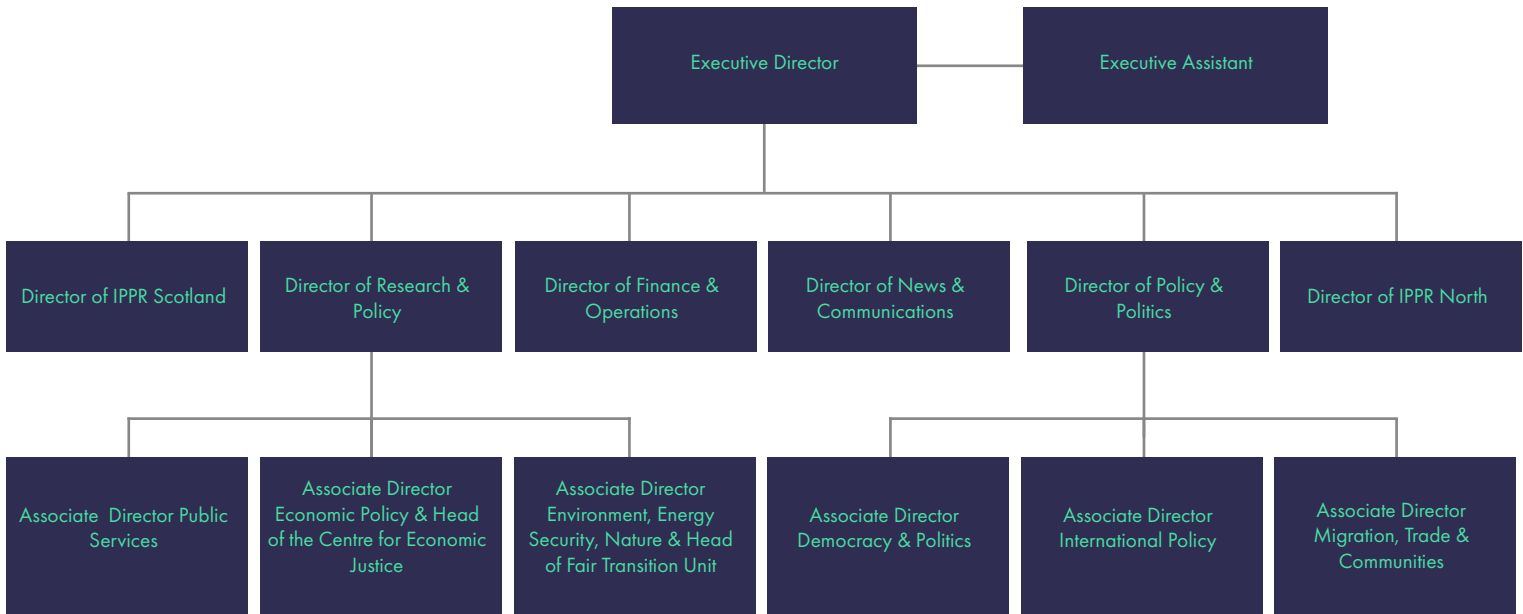
IPPR's cross-party Environmental Justice Commission was established to respond to the climate crisis and put forward a Green New Deal plan for the UK to move to net zero. Its [influential report](#), designed to secure public support for the transition because it put fairness at its heart, was published in 2021. A further IPPR [Commission on Health and Prosperity](#) has recently concluded and was lauded by Wes Streeting, the secretary of state for health and social care.

Throughout IPPR's history, the Institute has meanwhile incubated and launched a series of practical initiatives to test and demonstrate our ideas in practice, including [Frontline](#), [Think Ahead](#), [The Difference](#) and most recently [Workwhile](#). We also incubated [Centre for Cities](#), which became independent in 2007.

Across the decades, generations of IPPR leaders, researchers and communicators have helped to transform the climate of ideas and propose practical policies to put them into effect, work which continues today. Our alumni community have gone on to work at the highest levels of the media, government, parliament, business and civil society organisations.



ORGANISATION CHART



JOB DESCRIPTION

Job title:	Executive director
Reports to:	Chair of the Board of Trustees
Direct reports:	7 direct reports; Director of IPPR Scotland, Director of Research & Policy, Director of Finance & Operations, Director of News & Communications, Director of IPPR North, Director of Policy & Politics, and Executive Assistant

ROLE PURPOSE

The executive director is responsible for providing strategic leadership and development, and the operational management of the organisation, to ensure IPPR achieves its mission and objectives, and its research remains at the cutting-edge of public policy. The executive director will work closely with the board of trustees to set the strategic direction, manage resources effectively, secure and manage strategic funding relationships, and represent the organisation externally at the most senior levels of government, politics, business, the voluntary sector, and the media.

The executive director will also lead a senior management team, itself responsible for research, communications, external affairs, fundraising and partnerships, organisational development, human resources, finance, IPPR North and IPPR Scotland, fostering a positive and inclusive working environment and ensuring IPPR remains an excellent place to work where our people can thrive.

MAIN RESPONSIBILITIES

Strategic Leadership

- Develop and implement the Institute's strategic goals and priorities in collaboration with the board of trustees and senior management team.
- With the senior management team, lead the research direction and research output of the organisation.
- Deploy an acute understanding of the current political context to ensure the timeliness and relevance of IPPR's work.
- To articulate and pursue a clear vision and mission for IPPR, working with the board to evolve our mission over time and as circumstances change.
- To maximise our impact – consolidate and build IPPR as a thought leader and convenor of partners, leading thinkers, politicians and policy makers from around the world to collaborate in the creation of insight and new thinking.
- To establish a results-oriented culture which encourages quality in research methods, creativity and innovative thinking in policy development, an entrepreneurial approach, internal and external collaboration and influencing of key stakeholders for all work.

Financial & risk management:

- Oversee the financial health of the organisation, including budgeting, forecasting, and financial reporting.
- Ensure IPPR has strategic long-term funding, including leadership of major funding bids and management of core funding relationships with foundations, the private sector, and donors.
- Work with the finance and operations director to ensure robust financial controls and management.
- Develop and implement risk management strategies in collaboration with the board.

Operational management:

- With the senior management team, oversee the day-to-day operations of the Institute, ensuring efficient and effective management of resources.
- Work with the senior management team to develop, implement and oversee the delivery of operational plans, policies, and procedures to support the strategic objectives.

Team leadership:

- Lead, inspire, and develop a highly engaged and effective IPPR team to achieve significant policy impact, modelling positive, impactful and collaborative leadership, ensuring IPPR remains an excellent place to work where our people can thrive.
- Enable the leadership team to lead their areas of the business and build a culture of positive collective responsibility in the Institute's leadership.
- To drive forward and exemplify the Institute's approach to diversity, inclusion, and equality.

Stakeholder management and engagement:

- Work with senior colleagues and staff across the Institute in enhancing the profile of the organisation, acting as the senior representative for IPPR and building strategic relationships.
- Represent the organisation externally to a wide range of audiences and stakeholders at public events, meetings, and in the media, promoting the findings of IPPR research across multiple communication channels.
- Engage with government of the day to inform and influence IPPR policy recommendations.
- Influence successfully at a senior level; building high level, productive relationships with a diverse group of stakeholders across the political spectrum – including politicians and public servants.
- Build a network of contacts in business, politics, public servants and wider civil society.

Governance:

- Work closely with the board of trustees to ensure the effective governance and compliance with all legal, regulatory, and contractual obligations.
- Provide timely and accurate reports to the board on all aspects of the organisation's performance.
- Support the board in fulfilling its responsibilities, including attending board meetings and advising on strategic and operational matters.



PERSON SPECIFICATION

THE CANDIDATE

We are looking for a candidate who fully believes in our mission and ethos with a genuine passion for progressive change. We need an exceptional leader who will combine strong political acumen with intellectual flair; someone who is passionate about making a lasting impact, capturing the moment, and empowering our teams to thrive.

With a successful track record in public policy development and a proven ability to manage a complex organisation, you will be an outstanding people leader, capable of inspiring, motivating and developing staff to reach the highest standards and representing IPPR at the most senior levels of government, politics, business, the voluntary sector, and the media.

In addition, you will be an excellent fundraiser and understand the imperative around generating sustainable income, able to play a crucial role in securing and managing strategic funding relationships, lead and develop financial strategy, and deliver successful business models.

You must be a strategic thinker, capable of collaborating with the board to define a clear organisational vision and effectively communicating it both internally and externally.

KNOWLEDGE AND EXPERIENCE

- **Leadership:** Significant leadership experience in a complex public, private or voluntary sector organisation. Evidence of successfully working with and influencing decision-makers at very senior levels in the public or private sector and/or politics.
- **Income generation:** Extensive experience of generating income and fundraising for research (or similar) projects from a variety of sources, especially philanthropic funding.
- **Stakeholder management and engagement:** Strong stakeholder management and coalition-building skills with an extensive professional network of people at the highest level of government, politics, business, academia and the media. An established public profile and media record across multiple channels and experience writing for publication in a variety of outlets, with the ability to write and edit in a succinct, persuasive and accessible style.
- **People management:** A track record of building high performing, inclusive teams and developing diverse talent across multiple locations.
- **Project management:** Strong project management skills with a track-record of successful delivery of major research or strategic development projects.
- **Diversity and inclusion:** Sound working knowledge of embedding diversity and inclusion in an organisation and/or lived experience of socio-economic disadvantage.
- **Financial acumen:** Strong financial management skills, including significant experience with budgeting and financial planning.
- **Strategic management:** Evidence of leading the development and delivery of an organisational strategy, which articulates the impact that it will achieve, key targets, performance improvements and organisational change.
- **Sector knowledge:** A deep understanding of the process of policymaking in government and political parties and the way in which research and policy ideas can be promoted and applied to pressing real-world problems.
- **Insight:** Strong intellectual skills, evidenced by a proven record of innovative and impactful thinking and analysis, with demonstrable expertise in at least one of IPPR's key research areas.
- **Governance and compliance:** Familiarity with charity governance, including working with a board of trustees and understanding legal, ethical and regulatory frameworks affecting charities in the UK.

ESSENTIAL SKILLS AND ABILITIES

- **Visionary leadership:** Ability to inspire, unite, and develop a passionate and autonomous team, creating a positive and supportive work environment, encouraging accountability and fostering a shared sense of purpose and direction. Future focused and outcome-driven, inspires others through clear, confident communication of purpose and goals.
- **Communication skills:** An empathetic listener, with high levels of emotional intelligence, you will demonstrate the ability to engage and influence a diverse group of stakeholders and be an engaging and inspirational spokesperson for the organisation and the sector.
- **Political analysis and understanding:** An understanding of the political environment and the dynamics of the political landscape, alongside a deep understanding of policy making.
- **Empathy:** Collaborative and authentic working style, sharing knowledge and understanding of current issues. Promotes a culture of learning, inclusion, excellence, collaboration, and innovation, celebrating successes and fostering ambition and achievement.
- **Analytical thinking:** A strategic and systematic thinker, with strong problem-solving, research and analytical skills, and the ability to connect ideas and people. Exhibits great judgement when faced with ambiguity, complex or conflicting information in order to come to the right decision.

STYLES AND BEHAVIOURS

- **Commitment to IPPR's values and ethos:** A deep commitment to the mission, values, and objectives of IPPR as a progressive organisation.
- **Ambitious with a sense of urgency:** A present, positive and resilient driving force within and outside IPPR.
- **Intellectually curious:** Creative mind-set with a strong business acumen.
- **Ability to recognise opportunity:** With the entrepreneurial flair to act upon it.
- **Future-focused:** Pushes the organisation to remain ahead of the curve and always looks to the horizon.
- **Personal presence:** A dynamic and impactful ambassador for IPPR.



TERMS OF APPOINTMENT

Working for IPPR brings a range of benefits, with generous leave allowances and a commitment to work-life balance. We have offices in Manchester, London and Edinburgh and many staff work remotely for part of their week.

SALARY

The salary for this role is £108,405 to £133,871 per annum plus benefits on a full-time permanent basis.

LOCATION

This post will be based in our London office, right at the heart of Westminster, with staff expected to be in the office at least two days a week. As part of our commitment to flexible working we will consider a range of options for the successful applicant to fill the post. All options can be discussed at interview stage.

ANNUAL LEAVE

We offer a generous 25 days of annual leave plus bank holidays and five additional Christmas closure days per year.

PENSION

We recognise how important it is to help you save for your retirement and offer a defined contribution group stakeholder pension scheme with Aviva. You can choose to contribute up to 5.5% of your annual salary and we will match it.

PROBATION PERIOD

All appointments are subject to a six-month probationary period. This is a chance for us to support your induction and development, and make sure you have all you need to settle into IPPR and be effective in your new role. During probation you are required to give two weeks' notice.

ADDITIONAL BENEFITS

WELLBEING AT WORK

We provide a number of ways to support your wellbeing including an occupational health service and Employee Assistance Programme which is available 24 hours a day, 365 days a year. This offers in the moment support and counselling for home-life and work-related issues as well financial and legal support, specialist information and signposting services.

FAMILY FRIENDLY

We offer generous carer and parental leave, and family friendly policies designed to support staff with their family commitments, including up to 21 weeks maternity, adoption or shared parental leave at full pay, and six weeks paid paternity leave.

FLEXIBLE WORKING

We're open to a variety of flexible working arrangements, allowing staff to adjust their working day to suit their individual needs.

We also offer paid time off to deal with emergencies, unexpected situations and certain other unplanned special circumstances.

LEARNING AND DEVELOPMENT

We are fully committed to the learning and development of our staff, and as part of our team you can look forward to quality training and development opportunities. We believe in helping all our staff to make the most of their talents and realise their full potential - that's why we provide everyone with the opportunity to develop and offer five days paid study leave per year.

You will have the opportunity to undertake development to meet the needs of your role and for professional and personal development through formal and informal development opportunities and on-the-job training. Everyone has regular career development conversations, with their manager and we encourage learning to be shared.

UNION AND STAFF NETWORKS

We offer the option to join a trade union and have thriving staff-led networks to make sure everyone has a voice. These provide an outlet for sharing experiences and empowering colleagues to build an inclusive culture across IPPR. Hearing thoughts and ideas from our colleagues about how and where we can improve is key to us being a great place to work and is central to our values, ethos and objectives as a progressive organisation.

GIVING BACK

We offer three days paid special leave to participate in volunteering activities.

EQUALITY, DIVERSITY AND INCLUSION

IPPR is committed to equality of opportunity and welcomes applications from all sections of the community, and from applicants with a range of professional and lived experiences. As an organisation engaging in critical debate about a wide range of progressive policy issues, we value the creativity and range of perspectives that a diverse team can provide.



HOW TO APPLY

We hope you will consider making an application. To make an application, please go to <http://starfishsearch.com/jobs/ippr-ed/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	Monday 18th November 2024
Preliminary interviews:	w/c Monday 25th November and Monday 2nd December 2024
Final Panel interviews:	Tuesday 17th December 2024

