



International  
Longevity Centre UK

# Research Fellow

Recruitment pack



## **Research Fellow**

We need a Research Fellow with excellent analytical ability and strong writing skills who has a passion for, and understanding of, UK public policy, to join the UK's specialist think tank on the impact of longevity on society.

You must be able to work at pace, undertaking research, analysing evidence, assessing key trends, and working out what this means for society and who needs to do what.

You must be able to work on multiple complex projects at the same time. Candidates must have experience in project management, proposal development and fundraising.

You will need high level competency in interpreting and communicating complex data and a broad understanding of, and interest in, current economic and social policy.

## **Post information**

The ILC-UK envisages this post to be a full-time position but is happy to consider part-time arrangements, secondments or permanent placements for the right candidate.

### **Location**

Normal place of work will be at the ILC in Westminster, London

### **Hours**

5 days a week, 35 hours (flexible for the right candidate)

### **Salary**

In the range of £30,000-£35,000 per annum pro rata dependent on experience

### **Start date**

ASAP

## Job description

<b>Job Title</b>	Research Fellow
<b>Purpose</b>	The post holder will help to ensure that ILC-UK maintains influence and contributes to evidence-based policy-making in the field of ageing.
<b>Reports to</b>	Director of Programmes
<b>Direct Reports</b>	Supervises other staff members on research projects as appropriate.

## Key responsibilities

1. Develop and lead on high quality research and policy reports.
2. Analyse data (both quantitative and qualitative) using robust methods and interpret, describe and publish findings.
3. Comprehensively review and analyse academic and other literature.
4. Work independently and autonomously at pace on multiple complex research and policy projects simultaneously
5. Identify new topics and develop and obtain funding for proposals (including academic, private and public sector funders)
6. Manage relationships with funders and other stakeholders.
7. Present papers based on policy and research work to policy-makers, academics and other audiences including the media.
8. To work independently and with other members of the team as required

## Person specification

- Essential:** Significant experience of managing and delivering successful policy and research projects within a public policy or research environment.
- Essential:** Ability to interpret and use complex data to develop a strong narrative and produce impactful policy solutions.
- Essential:** A track record of drafting and publishing reports or articles at speed.
- Essential:** Ability to manage own research projects and competing deadlines.
- Essential:** Understanding of UK health, social or economic policy environments.
- Essential:** Experience of fundraising, for example responding to tenders or project proposals from either Government, industry, academic trusts, foundations and charities.
- Essential:** Experience of presenting research findings to high level audiences.
- Desirable:** A Masters or higher degree in Social Sciences with research methods component including quantitative analysis.
- Desirable:** Experience of conducting primary qualitative research.
- Desirable:** Demonstrable interest or experience of working on ageing related issues and a knowledge or interest of the public policy environment in this field, including policy development and the political process.

**Desirable:** Experience or interest in the dissemination of research and the presentation of results in an academic, public or policy setting.

**Desirable:** Experience of leading or contributing to tenders or project proposals.

### How to apply

Send a (maximum) two-page CV and (maximum) one page covering letter to the Director of Programmes at [recruitment@ilcuk.org.uk](mailto:recruitment@ilcuk.org.uk), ensuring that the name of the position appears in the email subject field.

Your covering letter should encompass why you want to work for ILC-UK, your expertise and experience for the post as well as your enthusiasm for impacting public policy change.

If selected for an interview you will be asked to produce a short sample of your written work as part of the interview process.

### Application deadline

8am, Monday 28 January 2019

### Interview date

Interviews will be held on Thursday 7 February 2019.

We review all applications after the closing date. Applications received after this time and date will be considered at the discretion of the organisation.

### Shortlisted candidates

If your application is shortlisted for interview, you will be contacted by a member of ILC to arrange an interview time on the specified interview date above. If you are unable to attend an interview on the specified day, we may be able to arrange to interview at another time, however this cannot be guaranteed.

Shortlisted applicants will be asked to provide evidence of their eligibility to work in the UK.

### Unsuccessful candidates

We endeavour to respond to all candidates. However, as we are a small team, we may be unable to respond to unsuccessful candidates if we have received a high volume of applications.

Unfortunately, we are unable to offer feedback to candidates who are not shortlisted.

## About us

- ILC is the UK's specialist think tank on the impact of longevity on society, and what happens next.
- we believe society has to adapt now so we can all enjoy the benefits of longevity and we want a society that works for everyone, regardless of their age
- we know the numbers. We know the challenges. What happens next will define us for generations.

We were established in 1997 as one of the members of the [International Longevity Centre Global Alliance](#), an international network on longevity.

We work with central government, local government, the private sector, the charity sector, and professional and academic associations to provoke conversations and pioneer solutions for a society where everyone can thrive, regardless of age.

We provoke conversations and discussions about the impact of longevity on society, and what happens next.

Over the last decade we have:

- highlighted the power of music for people with dementia
- helped employers prepare for an ageing workforce, and develop age friendly standards and practices
- changed the conversation on the forgotten sisterhood for older women
- began the conversation about downsizing and under occupancy, back in 2007
- produced research that was used by both the SNP and HM Treasury in the lead up to the vote on Scottish independence

We have changed the media narrative around people having to work until they drop: now, it's a more nuanced debate about extending working lives, and how this benefits us all. We created the first LGBT intergenerational project in the world, which has inspired others around the world. We made it possible for people with dementia to have relationships in care homes, producing a best practice guide for carers.

Since our inception, we have published over 250 reports, organised over 300 events including the annual [Future of Ageing conference](#).

We are a small team, headed by [Baroness Sally Greengross](#) as Chief Executive. More information about our team and their expertise is available on our [website](#).

## Governance

We are governed by a board of nine dedicated Trustees, chaired by Professor Martin Green OBE, and including a former MP, the founder of Forster Communications, a former Government Actuary, and former editor of Women's Weekly. The full list of our Board of Trustees, along with their biographies, is available on our [website](#).

## Work for us

Some of the staff benefits we have in place at the moment include:

### **Holiday entitlement**

ILC employees are entitled to 25 days annual leave per year (pro rata), plus normal bank and public holidays. The ILC holiday year runs from 1 April YYYY to 31 March YYYY and is accrued on a daily basis.

### **Birthday annual leave**

Employees are entitled to take their birthday as annual leave in addition to their normal holiday entitlement. This leave must be taken within 5 working days of a staff members birthday and cannot be accrued.

### **Working from home**

At ILC we like to be flexible, where possible, and recognise that homeworking can be beneficial

### **Flexible working**

It is ILC's policy to try and be flexible, where possible, on working patterns for all employees

### **Time of in lieu**

From time to time, staff will be expected to work additional hours or at the weekend, for example during busy periods or to meet research deadlines. In cases such as these, staff may be eligible for time off in lieu.

### **Training and staff progression**

Staff are encouraged throughout their time in the organisation to discuss internal opportunities and any additional training they may wish to undertake. In addition to this we hold formal appraisals in February each year and interim appraisals in September. We give all staff, from permanent to temporary the space and guidance to grow and develop their careers and skills.

### **Family leave**

We are supportive of employees with children through the provision of maternity (including an enhanced maternity package for long-term staff), paternity, parental, adoptive parents leave and shared parental leave, and we offer enhanced maternity pay to employees with at least three years continuous service.

### **Loans**

Staff with a contract of employment of 12 months or more are eligible to apply for an annual interest free season ticket loan or a bike loan.

## What it's like to work at ILC

"As Head of Operations, I work closely with our senior management team, including the Board of Trustees.

My role is diverse and exciting. I've arranged events in the Houses of Parliament, Downing Street and the Science Museum, along with smaller more intimate dinners, breakfasts and lunches. I attend meetings with funders and stakeholders at all levels and have had opportunities to travel from early in my employment with ILC.

In my seven years at ILC I have been promoted a number of times, from Office and Events Assistant to Coordinator, Manager and now Head of Operations. The organisation has always given staff, both permanent and temporary, opportunities to grow and learn. We are encouraged to attend external events and courses and I am often nudged out of my comfort zone, which, although daunting from time to time, is exactly what I need.

As a trained actor, I took on various temping roles throughout my acting career, so joining ILC as a permanent member of the team was a big leap for me, and one that I am so pleased I took.

The organisation and the team have always been so supportive, providing guidance and encouragement throughout. We have such a dedicated team who are passionate about the work we do that one can't help but be influenced by this. I also received an incredibly warm welcome back in 2017 after 10 months of maternity leave which helped tremendously with the transition from 'new mum' to 'new working mum'.

ILC has been, and continues to be, a great organisation to work in and I cannot recommend it enough."

### **Lyndsey Mitchell, current Head of Operations**

"On my first day as an Intern at the ILC I was taking calls from 10 Downing Street.

On my second day I walked through that famous black door and discussed the impact of our rapidly ageing society with Parliamentarians. One month later I had back-to-back meetings in Brussels and Berlin to contribute to international health summits and three months later I was talking about ILC research live on the BBC's Sunday Politics.

I joined the ILC as a Policy, Communications and Events Intern in September 2015 having previously worked for a candidate in the 2015 General Election and having recently completed a Masters. I joined because I was keen to work across policy areas and disciplines for an organisation committed to public service. From my first day at the ILC I was entrusted with a degree of responsibility I imagine few interns enjoy.

Brilliant international colleagues drawn from politics, academia, City institutions and charities asked me what I would like to do at the ILC and then provided the support I needed to learn new skills and develop existing ones. Early on I was encouraged to suggest ideas for new research, practice project and event management and collaborate with a broad range of stakeholders to deliver new research and analysis.

I was able to try my hand at speech writing for our Chief Executive; writing research proposals; organising international events; managing a large social media presence; writing press releases and speaking to the media and representing the ILC at high-level meetings with senior policy-makers.

I've been fortunate enough to contribute to exciting and original work on the future of health and social care, economics and finance, housing and communities and transport and infrastructure. The ILC provides a valuable public service as the nation's leading think-tank focusing on rapid population ageing and what happens next and its close-knit team continue to shape public policy and discourse.

During my time at the ILC I have been promoted from Intern to Policy and Public Affairs Assistant, Officer and Manager. I've travelled from San Francisco to San Servolo, Brussels to Abu Dhabi to discuss work with which I am proud to have been associated. Working at the ILC is a great way to begin or develop a career in public policy and learn from an inspiring team of colleagues."

**Dave Eaton, former Policy and Public Affairs Manager**

"As a freshly-graduated Masters graduate (in Medical Anthropology) I joined the International Longevity Centre-UK as an intern in September 2010 and stayed a member of the team until June 2014. During that time I worked initially as a Research Assistant and later Research Officer, before moving over to a role focussed on communications across the whole think tank.

When I first started I was looking for a way in which I could be a researcher in such a way that had a positive impact on the outside world – and where communication with decision makers was as much part of the process as the research itself. It's a bit too easy to just speak to other researchers when you work in academia, so think tank research felt like a better option for me. A main draw to ILC-UK was the standards they hold themselves to across their research. There's a lot of shoddy "evidence" bandied around in the name of evidence-based policy making and being part of a body of organisations and institutions quietly but firmly pushing back against this was just what I was after.

One of the great advantages of working in an organisation that explores a cross-cutting issue like population ageing is the exposure it gives you to different areas of policy. My starting interests were in health and social care, but during my time at ILC-UK I also worked on projects on rural and community planning, intergenerational relationships – particularly those within the LGBT community, and employment policies, among many others. I was also able to work on projects close to my heart – like co-editing a collection of essays on women's experiences of ageing and reflections on an ageing society from a feminist perspective.

I'm now a few months into my second job on from my final role at ILC-UK, as Policy and Communications Manager. As it was my first post-graduation job, it's easier now, looking back, to reflect on the things about ILC-UK that made it such a good place to work – and how those set it apart as an employer. Chief among these assets is a great team of people who genuinely enjoy working together and with shared values for raising important issues and producing the best possible work together. As well as having some great working relationships during my ILC-UK time I still consider my former colleagues as friends first and foremost.

Being part of a great team isn't just a nicety – it builds the groundwork for a great deal of trust within the organisation. In a small team working under deadlines and with external factors like parliamentary sessions setting your agenda, being able to trust my colleagues and knowing that I'm trusted to get on with my job means that things work smoothly despite these pressures. At an individual level, this translates into being given responsibility for your projects sooner rather than later. Even as an intern I was managing externally funded projects – knowing that there was support if and when I needed it. This was instrumental in building my confidence and initiative when working independently – skills I've probably used every working day since!

A highlight of my ILC-UK time was working with members of the International Longevity Centre Global Alliance – you learn not only about how different countries are experiencing population ageing but also about different political and policy systems and how to bring about change in different settings. Throughout the course of my time with ILC-UK I attended a number of international conferences, delivering presentations and representing the organisation from Dublin to Prague, Hyderabad to Tokyo. Not to be sniffed at for a first job!

The support I received as a member of the team was particularly impressive when you consider the size of the organisation. Time and efforts were put in by my colleagues to help me skill up and to access external training when required. There is a culture of skill-sharing and a desire, from Board level down, to see people do well within the organisation. I gained a huge amount from working there and would heartily recommend ILC-UK as an employer and my friends and former colleagues as your future co-workers."

**Jessica Watson, former Policy and Communications Manager**