



International
Longevity Centre UK

Policy and Communications Assistant

Recruitment pack



Policy and Communications Assistant

We are recruiting for a Policy and Communications Assistant with excellent communication and organisational skills, along with good UK policy and political knowledge.

We need someone to help us get the message out to key opinion formers and decision makers. We want someone who will be as comfortable chatting to a journalist working on the Today programme as they are liaising with senior policymakers and their offices, whilst also helping administrate a busy communications function.

You will work closely with our small team of 12 people and assist with developing briefing documents and notes for senior staff including our Chief Executive, Baroness Greengross. You will be required to work under your own initiative and represent the organisation at networking events in the UK and possibly across the world.

We've organised policy events for example at 10 Downing Street, with senior members of the royal family, and with Ambassadors and international policy-makers, so you need to be confident about dealing with VIPs.

You will have an excellent eye for detail and be able to manage multiple tasks and be prepared for the policy and news agenda to drive your day.

Post information

The ILC 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 £20,000-£23,000 per annum pro rata dependent on experience

Start date

ASAP

Job description

Job Title	Policy and Communications Assistant
Purpose	Strengthen ILC's policy and communications work.
Reports to	Policy and Communications Officer
Key Areas of Responsibility	Policy, Communications/ Public Affairs, Events

Key Responsibilities

1. Support ILC's public affairs and political influencing activity including; contacting MPs and Peers, and drafting responses to government consultations or select committee calls for evidence
2. Assist the team with monitoring relevant UK/EU and international policy and parliamentary activity
3. Collate content to develop briefings and speeches for Baroness Greengross and ILC senior staff
4. Produce reports and notes of meetings
5. Engage a range of stakeholders with ILC's work – including charities, companies, academics and potential funders through e-mail, phone calls and meetings
6. Develop stakeholder lists for specific projects and events and ensure the ILC database is maintained and developed
7. Organise meetings for the team with external stakeholders
8. Help organise ILC policy influencing events, including inviting speakers and attendees, writing briefings for speakers and managing logistics
9. Support ILC's communications activity and dissemination plans for projects
10. Enhance ILC's presence on social media
11. Update the ILC website and blog
12. Draft ILC newsletters including our weekly Friday three
13. Assist in issuing press releases and help coordinate responses to press queries
14. Monitor ILC's press coverage in national/ international and trade press

Person specification

- Essential:** Exceptional written and oral communication skills
- Essential:** Attention to detail
- Essential:** Excellent organisational skills
- Essential:** Policy and political knowledge
- Essential:** Ability to work independently and to tight deadlines in a small team

Essential: Ability to manage multiple tasks

Essential: Social media experience and a clear understanding of the opportunities and risks of social media and external communications

Desirable: Experience working in a fast-moving policy environment where there is a need for rapid responses/competing demands on time

Desirable: Website and/or video editing experience

Desirable: Experience administering events

How to apply

Send a (maximum) two-page CV and (maximum) one page covering letter to the Director at 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, 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

9am, Monday, 10 June 2019

Interview date

Interviews will be held on Monday 24 June and Tuesday 25 June 2019.

We will 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 an 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're independent and politically neutral, so we can say the things about our future society that others can't. We know that society is ageing. We know the numbers. We know the challenges. What happens next will define us for generations.

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 fuller 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 and organised over 300 events, including the annual [Future of Ageing conferences](#).

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 five working days of a staff member's 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 to be flexible, where possible, on working patterns for all employees.

Time off 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, paternity, parental, adoptive parents' leave and shared parental leave. We offer an enhanced maternity package 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

"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 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 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 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, 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 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 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 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 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 as an employer and my friends and former colleagues as your future co-workers."

Jessica Watson, former Policy and Communications Manager

"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."

Lyndsey Gorely, current Head of Operations

I joined the ILC as a research fellow in 2014 – my first real job after a 5-year spell in academia.

During my two and a half years at the ILC I co-wrote more than 10 reports on varying subjects, from pensions and savings to migration and social care. I even contributed to an ambitious project on the future of the welfare state. Along the way I analysed dozens of datasets and learned new econometric techniques, at times from scratch. It was challenging, but also incredibly rewarding. From the very beginning I was given the opportunity to come up with new project ideas and pitch them to clients, something I was not quite used to, but ended up appreciating a lot.

Coming from academia, I had to adjust to the work style of a think tank. I had to learn how to emphasize the "so what" and simplify the language to attract media coverage. I will never forget the excitement I felt the first time my research was picked up by national newspapers. I also like to believe that some of the work I did has contributed to make a difference to people's lives, especially because I was often asked to provide figures for speeches in the House of Lords. I learned a great deal from my colleagues, not only on the topics they researched, such as dementia, but also about the workings of the political system in the UK.

We worked hard. We had some fights – yes, people fight about economics - but we had a lot of fun. I am immensely grateful for the opportunity of working at the ILC and I cannot recommend it enough.

Cesira Urzì Brancati, former Research Fellow