



International  
Longevity Centre UK

# Head of Research

Recruitment pack



## **Head of Research**

ILC is looking for a creative and insightful research expert with a demonstrable track record of leading change in policy and practice to join ILC as a part of its Senior Management Team.

This is an exciting time to join ILC as we explore and articulate the impact of longevity on society and consider what happens next.

This is a critical role, leading a small team of researchers and with a remit to set the organisation's research agenda, maintaining our reputation for quality, and ensuring that the work we do is able to influence the actions that are taken by our partners and contacts in Government, academia, business and the voluntary sector.

The successful candidate will be intellectually curious and a strategic thinker, able to deploy a range of research skills to produce compelling content which changes the way people think and behave.

They will work with our small Senior Management Team to shape the future of the organisation, as well as building a strong network of effective relationships that can help us to drive change.

## **Post information**

The ILC envisages this post to be full-time but is happy to consider all requests for flexible working, as well as secondments or permanent placements.

### **Location**

Normal place of work will be at the ILC's offices in central London. We are currently based in Westminster

### **Hours**

5 days a week, 35 hours (we welcome applications from candidates wishing to work flexibly)

### **Salary**

In the range of £50,000-£55,000 per annum pro rata, dependent on experience

### **Start date**

ASAP

## Job description

<b>Job Title:</b>	Head of Research
<b>Purpose:</b>	Lead ILC-UK's delivery of high-quality research to meet its strategic aims
<b>Reports to:</b>	Director
<b>Direct reports:</b>	Senior Research Fellows (x2)
<b>Salary:</b>	£50-55k (dependent on experience)

## Job description

- 1.** Develop and implement ILC's research strategy to enable the organisation to influence public policy and practice in line with its strategic intent.
- 2.** Lead and manage ILC's research team to ensure research is delivered on time, on budget and to the highest possible standards.
- 3.** Generate a pipeline of high-quality research projects and proposals and proactively seek out funding, and build funder relationships, to enable ILC to pursue these priorities.
- 4.** Deploy a range of qualitative and quantitative research methods, and identify the most appropriate methodologies to use in research projects, including commissioning third-party research from other research bodies and/ or freelancers and contractors.
- 5.** Produce a wide range of written outputs including high-quality, well-targeted reports, policy papers, consultation responses and online content.
- 6.** Develop and maintain internal systems and processes to ensure quality control of research and policy outputs.
- 7.** Build and maintain a strong network across the public policy and research environment to ensure that ILC is able to influence public policy agenda.
- 8.** Develop and manage a panel of ILC advisors who can support and advise ILC in the delivery of impact through research.
- 9.** Manage multiple projects concurrently, taking responsibility for all aspects of programme and budget management and taking steps to manage risk, while maintaining strong relationships with external funders and partners.
- 10.** Represent ILC externally, including in the media, at high-level discussions and speaking engagements.

## Person specification

- 1.** A strong track record of delivering high quality research projects deploying excellent qualitative and quantitative research skills.
- 2.** Intellectual curiosity, the ability to think creatively and develop innovative policy and practice solutions.

3. Substantial experience of using research to successfully influence public policy and practice.
4. Highly developed networking skills, including experience of building relationships with funders.
5. Experience of managing multiple complex programmes, and juggling priorities.
6. Excellent people management skills, with experience of managing small but highly effective teams, recruiting and developing talented people and working with freelancers and contractors.
7. Political nous and an understanding of policy-making processes, with understanding of the research and policy environment relating to at least one key area of ILC's current agenda.
8. The ability to think, plan and act strategically and make decisions.
9. Excellent written and oral communication skills, with the ability to construct compelling narratives.
10. The ability to develop successful funding bids and sponsorship proposals.

## How to apply

Send a (maximum) two-page CV and (maximum) one page covering letter to the Director 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, 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 2 December 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.

### Briefing call

Monday 9 December 2019

You will be invited to have a briefing call with ILC's Director, David Sinclair, to discuss ILC in more detail along with our agenda.

### Interview date

Interviews will be held on Monday 16 December 2019

Interviews will be conducted by the Director, Director of Programmes and the Head of Operations.

## 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 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 our 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 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 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 (including an enhanced maternity package for employees with at least three years continuous service), paternity, parental and adoptive parents leave and shared parental leave.

### **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 all members of the 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**

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**



"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 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**