



International  
Longevity Centre UK

# Intern

Recruitment pack



## **Intern**

We are recruiting for an intern to work across our policy, communications and research functions to support us to achieve greater impact and visibility in the UK and internationally.

We want you to help us use our expertise in demographic change to highlight the impact of ageing on society, working with experts, policy makers and practitioners to provoke conversations and pioneer solutions for a society where everyone can thrive, regardless of age.

We are looking for someone with excellent communication and organisational skills who will be excited about working on one of the most important public policy issues facing society. The successful candidate will need to have very good attention to detail and not be afraid of picking up the phone to a journalist or the office of a senior politician or business leader.

One day you might be focussed on talking to innovators about how to support an ageing workforce. The next day you might be engaging policymakers with the importance of preventing ill health or supporting financial security in retirement.

This is an exciting 3-month paid internship opportunity ideal for someone wanting to kickstart a career in policy, communications or research.

## **Who are you?**

You will be excited about helping us get our messages out to key opinion formers and decision makers in policy, business and the third sector.

You will be interested in helping policymakers better respond to the societal impact of ageing.

You will pride yourself on attention to detail and be able to manage multiple tasks. You will be prepared for the policy and news agenda to drive your day.

You will be happy working under your own initiative to support our projects, policy, communications and research work right across the organisation.

## **Who are we?**

The ILC is the UK's specialist think tank on the impact of longevity on society.

That doesn't mean we're just about protecting the interests of older people. It doesn't mean we're just about promoting their needs. And it doesn't mean we're just about prioritising their requirements.

Because the impact of longevity on society isn't just about older people: it will impact everyone.

We know the implications of demographics, today and tomorrow.

- We know that every girl born today will have a one in three chance of living until she's 100.
- We know that when she starts work, she will need to save at least 20% of her earnings every year in order to afford a comfortable retirement.
- We know that if she wants to buy her own home, she'll probably need to wait until she's over 35, in a relationship and working full time.

And that is where we come in.

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 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.

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](#).

We are governed by a board of 12 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](#).

### **We make a difference**

We want you to help us provoke conversations and discussions about the impact of longevity on society, and what happens next. Over the last decade we:

- Convinced G20 Ministers to put greater focus on the prevention of ill health.
- Convinced Government and employers to engage with mid-life health and wellbeing checks and introduce older apprentices.
- Got the mortgage industry to end the practice of upper age limits for home loans.
- Produced research that was used by both the SNP and HM Treasury in the lead-up to the vote on Scottish independence.
- Helped employers prepare for an ageing workforce and develop age-friendly standards and practices.
- Highlighted the power of music for people with dementia.
- Began the conversation about downsizing and under-occupancy back in 2007.

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.

### **Job description**

- 1.** Support the smooth running of the international "Work for tomorrow" competition, which will identify and award the most promising innovations responding to an ageing workforce
- 2.** Undertake research to support ILC projects
- 3.** Develop stakeholder lists for specific projects and events and ensure the ILC database is maintained and developed
- 4.** Disseminate relevant ILC reports and support ILC's public affairs and influencing activity, e.g. by drafting responses to Government consultations
- 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.** Support ILC's online presence by creating website, blog and newsletter content
- 7.** Support and provide administrative support on other ILC projects

### **Person specification**

- Essential** Exceptional written and oral communication skills
- Essential** Attention to detail
- Essential** Excellent organisational skills and ability to manage multiple tasks
- Essential** Ability to work independently and to tight deadlines in a small team
- Desirable** Understanding of public policy environment
- Desirable** Social media and website editing experience
- Desirable** Experience administering events

### **Practical information**

The ILC envisages this to be a full-time 3-month internship with possibility for extension.

### **Location**

Due to the current coronavirus pandemic, staff is currently working from home. Once restrictions ease, staff will have the opportunity to work in the ILC London office or from home, or a combination of the two. The ILC office is based in Vauxhall, London.

### **Hours**

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

## **Salary**

London Living Wage

## **Start date**

ASAP

## **How to apply**

Complete your personal details [\*\*here\*\*](#) and attach a (maximum) one-page covering letter and a (maximum) two-page CV. **Applications that are not accompanied by a covering letter and CV will not be considered.**

Your covering letter should be addressed to the Global Policy and Influencing Manager and 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 15 February 2021

## **Interview date**

Interviews will be held in the week of 15 and 22 February.

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 dates above. Interviews will be held virtually.

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.