



International  
Longevity Centre UK

# Head of Programmes

Recruitment pack



## Head of Programmes

We want to recruit a Head of Programmes with excellent project management skills, strong analytical ability and good written skills.

The successful candidate will have a passion for, and understanding of, public policy, as well as a desire to influence change.

The Head of Programmes will be a member of the ILC Senior Management team and responsible for:

- Ensuring all projects are effectively delivered
- Developing ILC and introducing new and innovative programmes and projects
- Driving policy and practice change through the effective programmes

This is a critical role, working across the organisation to maintain our reputation for quality whilst also ensuring that the work we do is relevant to and influences Government, academia, business and the voluntary sector.

### **The context is a challenging one.**

In the UK over the past quarter of a century:

- Inequalities in life expectancy and healthy life expectancy have grown.
- While more of us are working longer into our lives, 50–64-year-olds are still less likely to be in employment than people aged 25-49. Opportunities to learn to support longer working lives are limited.
- The public sector has built very few new homes and the private sector hasn't been able to fill the gap for first- or last-time buyers.

And globally:

- Almost 60 million children of primary school age are not in school,
- Only 20% of older people in low-income countries receive a pension,
- Climate Change and antimicrobial resistance threatens progress made over the past 25 years.

Yet there are plenty of opportunities to help deliver our ambitious plans:

- The UN and WHO are leading the Decade of Healthy Ageing,
- The Westminster Government has committed to supporting 5 years of extra "healthy years".

### **We want you to help us convince businesses and policymakers to adapt to longer lives.**

We want you to lead our projects and programmes of work with a view of provoking 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.

- Encouraged 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.

## 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 about protecting the interests of older people. It doesn't mean we're 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 David Sinclair as Chief Executive. More information about our team and their expertise is available on our [website](#).

We are governed by a board of 10 dedicated Trustees, chaired by Professor Martin Green OBE. The full list of our Board of Trustees, along with their biographies, is available on our [website](#).

## Job description

<b>Job Title</b>	Head of Programmes <ul style="list-style-type: none"><li>• Ensuring all projects are effectively delivered</li></ul>
<b>Purpose</b>	<ul style="list-style-type: none"><li>• Developing ILC and introducing new and innovative programmes and projects</li><li>• Driving policy and practice change through effective programmes</li></ul>
<b>Reports to</b>	Chief Executive
<b>Direct reports</b>	3-5 members of the team
<b>Hours</b>	35 hours per week (we are open to part time or jobshare applications)

### Ensuring all projects are effectively delivered

1. Manage and update systems and processes for project management across the charity
2. Support and manage ILC staff to ensure we deliver effective projects.
3. Keep key stakeholders (the Chief Executive; funders and our trustees) informed on progress with projects

### Developing ILC and introducing new and innovative programmes and projects

4. Identify and develop policy and research opportunities for projects and programmes consistent with our priorities
5. Develop funding proposals
6. Work as a member of the Senior Management Team to lead projects to support organisational development

### Driving policy and practice change through effective programmes

7. Start with the end in mind: be clear on the change ILC wants to see from the inception of the projects
8. Engage with policymakers and influencers in government and business
9. Ensure our programmes are attracting the visibility they need through our influencing and convening programme

## Person specification

We are looking for someone with:

### A passion for policy and politics and understanding of influence

- An understanding of how research and policy can drive change
- Political nous and an understanding of what drives policymakers and businesses
- An understanding of the role business and policymakers plays in change

### **The ability to deliver high quality and impactful projects.**

- Strong project management skills.
- Excellent interpersonal and people management skills
- Strong organisational and IT skills (Microsoft 365, MS Teams, MS Dynamics)

### **Excellent written and oral communication skills**

- The ability to story-tell and construct compelling narratives for different audiences (policymakers; funders; businesses)
- An understanding of how to reach different audiences using different tools (reports; social media; face to face; media)
- Intellectual curiosity and the ability to think creatively.

### **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**

We are a hybrid organisation and most of our staff work some time in the office and some time remotely.

Because most of our audiences and funders are based in London, there will be a strong case for the successful candidate being London based/accessible. We therefore anticipate that the normal place of work will be at the ILC in Vauxhall, London. We are, however, happy to discuss home working.

It is important that the successful candidate builds strong relationships across the team as a whole and this may be easier done from the office for at least part of the week. But we won't discriminate against for the right candidate who wants or needs to work from home.

### **Hours**

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

### **Salary**

£52,000 per annum pro rata

### **Start date**

ASAP

## How to apply

ILC uses blind recruitment to reduce the risk of unconscious bias. Please read the below instructions carefully before applying for this role.

To start your application, follow the below link to the Applied platform where you will be asked some initial equality and eligibility questions.

## Apply here: [Head of Programmes](#)

You will then be asked the following more specific questions related the role and person specification. Each of these questions is designed to test your expertise against the person specification. You should reference and exemplify, where possible, using personal experience.

- **Question 1:** Tell me something you're passionate about (it doesn't have to be work related) and convince me as to why I should try it.
- **Question 2:** We are running a project which explores how different countries across the world support lifelong-learning. We want this project to shine a light on good practice and the findings to influence policy in the UK. How would you ensure the outcomes of the project achieves our aim?
- **Question 3:** One of our programmes has been funded by a well-known financial services company and they are not happy with the policy recommendations you are making. How do you deal with and resolve the situation to get the best outcome?
- **Question 4:** Based on something in the news at the moment, suggest a topic for a project (research/policy/other) relevant to our work which you would like the team to lead. We would need to attract funding for this project so set out why you think it would be relevant to a funder and how you would make the case to them for support.
- **Question 5:** You are in charge of three large projects and have 3 people working for you full time and part of two other people's time. What steps would you take to ensure the projects are delivered well and on time?

To allow you to thoroughly prepare your answers, you can step away from your application once started and return to it at a later stage.

You will also be asked to upload a current CV to the platform. We will not however review this CV until interview stage unless two candidates attract the same score during the shortlisting process.

We will only accept applications submitted through the Applied platform.

## Using AI

Artificial Intelligence tools are potentially useful tools for the workplace. However, we would caution against asking AI search engines to answer the questions for you. The answers may look convincing to you, but the structure and style of the answers are easy for us to spot.

We want to know that you know and understand the role and are capable of doing the role. We expect the answers to be personalised and referenced.

Before shortlisting we use the most common AI engines (e.g. ChatGPT; Bing; Google) to check their answers to the (sift) questions above. So we will know if you have used them.

Applied report that the top-performing/scoring answers do not use Chat GPT.

## **Application deadline**

9am, Wednesday, 21 June 2023

## **Interview date**

Interviews will be held on Tuesday 4 July 2023

## **Shortlisted candidates**

If your application is shortlisted for interview, you will be notified through the Applied platform where you will be invited to select an interview slot. Interview slots are available on a first come first served basis.

All shortlisted candidates will be invited to attend a short online briefing and Q&A meeting ahead of the interview.

You will be asked to join the meeting anonymously, and we will accept questions in advance. You will also be able to use the chat/Q&A to ask any further questions anonymously. This session is not mandatory and if you are unable to attend, it will in no way negatively impact your chances of being offered the role following an interview. We will share the recording with all shortlisted candidates.

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

## **Unsuccessful candidates**

If your application is unsuccessful, you will be notified via the Applied platform where will also be offered the opportunity for feedback.

## **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, especially under the current coronavirus pandemic circumstances. Staff are invited to work in the office or from home, as they feel comfortable, and we are well set-up to maintain internal communications through Microsoft Teams.



## **Flexible working**

It is ILC's policy to try to be flexible on working patterns for all employees.

## **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 quarterly reviews throughout the rest of the year. We give all staff, permanent and 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, 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**

As Head of Operations, I am part of our small senior management team and work closely with the ILC 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 and supportive welcome back in 2017 (and again in 2021) after 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 Gorely, current Head of Operations**

Since beginning as a Research and Projects Officer for ILC in August 2020, I have never been short of amazing opportunities. From authoring numerous research reports to speaking at international conferences, and attending meetings with MEPs in the European Parliament, working for ILC has enabled me to strengthen my policy and research skills while carrying out interesting work.

Although the team is small, the outcomes of ILC's work are mighty. Everyone works so well together to achieve a clear set of policy aims, with world-class research at the core of ILC's day-to-day operations. In my role, I was given fantastic opportunities to lead on specific parts of ILC's adult immunisation work. This allowed me to become the "go-to" person on all things vaccination, giving me the responsibility to manage research projects, blogs, and events relating to the ILC's immunisation programme.

From here, I was able to produce over five reports, numerous blogs, and several presentations, and was given the opportunity to discuss these pieces of work with policymakers, charity leaders, and industry experts. Through my secondment with the Coalition for Life Course Immunisation, I was able to travel to Brussels to meet with MEPs in the European Parliament, and I hosted several events and engaged with different European stakeholders.

Working at ILC has allowed me to travel elsewhere to engage with others, such as attending the Global Prevention conference in Annecy, France, as well as the Adult Immunisation Board meeting in Antwerp, Belgium. Back in the UK, I have been lucky enough to also attend the ILC's remarkable Future of Ageing conference, which brings together great speakers and is a fantastic networking opportunity. ILC also gave me the freedom to arrange meetings with relevant stakeholders, such as MPs in Westminster, and allowed me to attend different conferences to help me with my research and engagement work.

ILC provides excellent career progression. Being promoted to Senior Research and Policy Officer in September 2022 allowed me to strengthen my responsibilities and lead on more projects. Without my time at ILC, I wouldn't be where I am today with my career, and I will forever be grateful for the wonderful opportunities this incredible organisation has given me.

### **Patrick Swain, former Senior Research and Policy Officer**

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**

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**