



International  
Longevity Centre UK

# Public Affairs and Events Intern

Recruitment pack



## **Public Affairs and Events Intern**

The role of the ILC Public Affairs and Events Intern will be pivotal to supporting the ILC's communications and engagement across all our programmes of work. It is a wonderful opportunity for the successful candidate to gain experience and skills which are of real value for careers in a variety of sectors. And you will be working alongside a friendly and supportive team.

We are committed to ensuring that any ILC internship has a clear role and purpose within the organisation. We're looking for someone with strong writing and organisational skills with an interest in UK and international public affairs, to join the UK's leading authority on the impact of longevity on society.

You will be responsible for identifying and liaising with new audiences and stakeholders relevant to the work of and vital to the success of the organisation. You will also be contacting MPs and Peers directly to highlight the ILC's programmes of work and will have the opportunity to meet key individuals in the sector at both ILC and external events.

The ILC's Public Affairs and Events Intern will support the team in the running and administering of ILC events in a variety of formats from inception to completion.

For a small organisation, we offer good benefits, flexible working and a pension. We even give you your birthday as an extra day of leave as well as additional leave at Christmas and over the New Year.

## Who are we?

ILC is the UK's leading authority on the impact of longevity on society. We combine evidence, solutions and networks to make change happen.

We help governments, policymakers, businesses and employers develop and implement solutions to ensure we all live happier, healthier and more fulfilling longer lives.

We want a society where we all live happier, healthier and more fulfilling longer lives, where tomorrow is better than today and where future generations are better off. ILC wants to help forge a new vision for the 100-year life where we all have the opportunity to learn across our lives and where new technology helps us contribute more to 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.

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 four 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 40, 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 400+ reports and organised over 500+ 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 13 dedicated Trustees, chaired by Nigel Waterson. 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

### Events and Public Affairs Intern Job Description

<b>Job Title</b>	Public Affairs and Events Intern
<b>Purpose</b>	Ensure that ILC events are reaching the right people and having an impact
<b>Reports to</b>	Senior Communications and Engagement Officer
<b>Contract type</b>	12-month fixed term
<b>Salary</b>	London Living Wage

### Engaging the right people

- 1 Identify new audiences and stakeholders relevant to the work of the organisation.
- 2 Assist in the development and marketing of ILC events including the preparation and issuing of event mailouts and invitations, and digital communication processes, writing and scheduling tweets, and updating events on the ILC website.
- 3 Monitor relevant UK/EU and international policy and engagement opportunities.
- 4 Engage in ILC public affairs and political influencing activity, including contacting MPs and Peers and drafting parliamentary questions.
- 5 Manage the ILC key stakeholder list

### Managing internal and external communications

- 6 Help monitor and filter the ILC's events inboxes to ensure that emails are efficiently responded to as appropriate.
- 7 Act as ILC website content editor ensuring it is kept up to date and is working effectively. Act as liaison with the external web developer. Assist the Senior Communications and Engagement Officer in the review and update of the ILC website.
- 8 Check that every project has a communications plan and monitor the delivery of actions.

### Improving our efficiency and impact

- 9 Supporting the team in the running and administering of ILC events in a variety of formats from inception to completion.

## Person specification

1. Excellent attention to detail
2. Good IT and tech skills with the ability to quickly learn and adapt to new IT platforms
3. Excellent written and verbal communication skills
4. Excellent time management and organisation skills, managing competing deadlines and balancing short- and long-term tasks
5. Pioneering and proactive

## Post information

We envisage this post to be a full-time position but are happy to consider part-time arrangements, secondments or permanent placements for the right candidate.

This is a 12-month fixed-term internship.

## 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 the right candidate who wants or needs to work from home.

## Hours

5 days a week, 35 hours

All of our team works flexibly, and we work hard to balance the charity needs with those of our members of staff. We are happy to discuss what sort of working arrangement works best for you and are happy to consider for example part-time requests.

## Salary

London Living Wage - <https://www.livingwage.org.uk/>

## 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: [Public Affairs and Events Intern](#)

You will then be asked the following more specific questions related to 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:** The ILC is looking to engage parliamentarians, civil servants and industry bodies on our recently published Longevity White Paper to share our findings and recommendations. How

would you determine who we should focus our attention on? How would you propose we engage with each group of decision-makers?

- **Question 3:** An ILC project has various events associated with its launch (e.g. a webinar, roundtable, breakfast meeting or Parliamentary reception). How would you work with other members of the Communications and Events team to understand what tasks need to be actioned and when?
- **Question 4:** You have a series of tasks across various projects, all with competing deadlines. How do you manage your time effectively to ensure tasks are completed to a high standard and deadlines are met?
- **Question 5:** Draft an invitation to the Shadow Chancellor to be the keynote speaker at our Retirement Income Summit on 13 June. As politicians are very busy people, so your invitation will need to include compelling reasons why they should attend.

To allow you to prepare your answers thoroughly, 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) as well as AI detectors to check everyone's 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.

### Key dates

#### Application deadline

9am, Monday, 8 April 2024

#### Briefing and Q&A (optional)

12pm, Friday 12 April 2024 (Zoom)

This is an opportunity for shortlisted candidates to join an online briefing and get to meet the interview panel before the interviews. 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 affect your chances of being offered the role following an interview.

## **Interview date**

Interviews will be held on Monday, 15 April 2024.

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 an interview, you will be contacted by a member of ILC-UK 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**

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



## 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 of 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

"I'd thoroughly recommend working at ILC to anyone who wants to develop their communication skills and learn plenty of new ones.

This is a very varied role where no two days will be the same - one day you might be inviting a Minister to speak at an ILC event, the next drafting a press release responding to some breaking news in the ageing sector.

For a small organisation, ILC punches well above its weight in terms of the quantity and quality of work they produce. The entire team have managed to successfully create and maintain a supportive environment to work in which everyone's views are valued equally no matter your age or experience."

### **Liam Hanson, Former Communications and Engagement Officer**

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 twelve years at ILC, I have been promoted several 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**

"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 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.

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 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 my time with ILC I attended several 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**