External Affairs and Events Officer

Welcome

Thank you for your interest in joining the Institute for Public Policy Research (IPPR) as our new External Affairs and Events Officer.

Founded in 1988, IPPR is the UK's leading progressive think tank. For more than three decades, our pioneering research and ideas have helped shape public policy and political debate, turning ideas that once seemed impossible into reality. We remain committed to building a fairer, greener and more prosperous society through bold thinking, rigorous research and practical policy solutions.

But producing great ideas is only part of the picture. Bringing people together, building relationships and creating opportunities for debate and discussion are essential to turning those ideas into meaningful change.

Our events and external engagement activities play a vital role in this work. From high-profile political party conference events to smaller discussions with policymakers, partners and other influential voices, they help us connect our research with the people and organisations who can make a difference.

We are looking for a creative, organised and enthusiastic colleague to join our communications team and help deliver this important work. As External Affairs and Events Officer, you will have the opportunity to work with colleagues across IPPR, engage with a wide range of stakeholders and contribute to events and partnerships that strengthen our profile, influence and impact.

This is a varied and rewarding role, offering the chance to develop your skills, take ownership of projects and contribute ideas about how we can reach and engage different audiences.

You'll be joining a collaborative and supportive organisation where we value different perspectives, encourage new ideas and are committed to creating an inclusive environment in which everyone can thrive. Our values – bold, collaborative, rigorous and inclusive – guide how we work and what we want to achieve together.

We hope this pack gives you a good sense of the role, what it's like to work at IPPR and the opportunities we can offer. We look forward to receiving your application.

Harry Quilter-Pinner
Executive Director

About us

The Institute for Public Policy Research (IPPR) is an independent charity working towards a fairer, greener, and more prosperous society.

We are researchers, communicators, and policy experts working to create tangible progressive change, turning bold ideas into common sense realities.

Working across the UK, through IPPR, IPPR North, and IPPR Scotland, we combine rigorous research, innovative policy thinking and engagement with people and communities to tackle some of the biggest challenges facing society.

For more than three decades, IPPR has helped shape national conversations and influence public policy. From making the early case for the minimum wage and putting regional inequality at the top of the political agenda to proposing a windfall tax on energy companies, our work has helped turn ambitious ideas into meaningful change.

IPPR North was established in 2004 to strengthen our work on devolution and regional inequality and ensure that the voices of communities across the north of England are heard in national policymaking. IPPR Scotland followed in 2014, with the aim of shaping progressive policy north of the border as increasing powers were transferred to the Scottish parliament.

Today, our work drives social, democratic, environmental, and economic progress by securing:

- well-funded and reformed public services (health, care, housing, education) and social security that ensures everyone has access to the basics they need to flourish
- a renewed democracy which gives everyone a voice in society and passes power down to people, places, and communities, alongside a fair and compassionate immigration system which supports social integration
- a modern, green economy that delivers prosperity and justice to all people and places through actively shaping markets for social good and tackling concentrations of wealth and power.

LANDMARK RESEARCH

Over the last two years, IPPR has made significant contributions to the AI policy debate. In "Transformed by AI" we estimated the degree to which the UK jobs market could be impacted by generative AI and outlined the various tools that could be used to manage it. This included the call for a job-centric industrial strategy for AI. In "the new politics of AI" also called for a re-think of AI policy, to make it more mission aligned and linking it more to democratic deliberation. In "the direction of AI innovation in the UK" we produced a first-of-its-kind

quantitative measure of AI innovation and highlighted where policy currently falls short.

Our landmark reports have included the Commission on Economic Justice, a two-year inquiry to examine the challenges faced by the economy, which brought together leading figures from business, trade unions and civil society, including the Archbishop of Canterbury, the head of the City of London Corporation and the general secretary of the TUC. Its 2018 final report won broad support for its bold proposals to fundamentally reform the UK economy and is still shaping debate today.

IPPR's cross-party Environmental Justice Commission was established to respond to the climate crisis and put forward a Green New Deal plan for the UK to move to net zero. Its influential report, designed to secure public support for the transition because it put fairness at its heart, was published in 2021. A further IPPR Commission on Health and Prosperity has recently concluded and was lauded by Wes Streeting, the secretary of state for health and social care.

Throughout IPPR's history, the Institute has incubated and launched a series of practical initiatives to test and demonstrate our ideas in practice, including Frontline, Think Ahead, and The Difference. IPPR also incubated Centre for Cities which became independent in 2007, and more recently Workwhile, which became independent in 2025.

Across the decades, generations of IPPR leaders, researchers and communicators have helped to transform the climate of ideas and propose practical policies to put them into effect, work which continues today. Our alumni community have gone on to work at the highest levels of the media, government, parliament, business and civil society organisations.

Job description

Job title: External Affairs and Events Officer

Responsible to: Head of External Affairs and Events

Contract: Permanent

Hours: Full-time contractual hours are 37.5 hours per week. IPPR is currently trialling a reduced working week of 35 hours, which is scheduled to run until 31 March 2027.

Salary: £37,976 to £48,644 per annum depending on experience, plus benefits

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About the role

The Institute for Public Policy Research (IPPR) is the UK's leading progressive think tank. For more than three decades, our research and ideas have helped shape public policy and political debate across the UK.

The external affairs and events officer plays an important role in helping IPPR connect its research and ideas with the people who can help turn them into meaningful change. Working within the communications team, you will help deliver engaging, high-quality events, build relationships with partners and stakeholders, and strengthen the reach of our work.

Working closely with the head of external affairs and events and colleagues across IPPR, you will plan and deliver our events programme, including our high-profile political party conference fringe events, as well as supporting our partnerships and wider stakeholder engagement activities. You will bring creativity, initiative and attention to detail to your work, helping to deliver well-organised, accessible and inclusive events that engage a diverse range of audiences, raise IPPR's profile and strengthen the impact and influence of our work.

Main responsibilities

Events

- Work with the head of external affairs and events to plan and deliver IPPR's annual events programme, including our party conference fringe programme.

- Coordinate individual events from initial planning through to delivery and evaluation, including event schedules, invitations and guest lists, speaker

and supplier liaison, staffing, registration, promotional materials and social media content.

- Work with sponsors to deliver agreed commitments and maintain positive working relationships.

- Liaise with venues, caterers, audiovisual providers and other suppliers, agreeing requirements, negotiating terms and monitoring costs.

- Help develop event branding and promotional materials, commissioning additional materials as required.

- Support annual events budget planning, maintain accurate records and contribute to monitoring expenditure.

- Coordinate event-day logistics, including briefing and coordinating colleagues, speakers and suppliers, to ensure events run smoothly.

- Help ensure events are accessible, inclusive and welcoming, identifying and implementing appropriate safeguarding and safety measures in line with IPPR's policies and procedures.

- Provide practical advice and support to colleagues organising and delivering events across IPPR.

- Gather feedback and review attendance and other outcomes to identify opportunities to improve future events.

- Provide administrative support to the communications team as required.

External engagement

- Help design and deliver activities that engage and strengthen relationships with IPPR’s audiences and networks, including alumni, funders and political stakeholders.

- Lead on the effective use and ongoing development of IPPR's customer relationship management (CRM) system and other stakeholder engagement platforms, ensuring information is kept up to date and supporting colleagues to use these systems confidently and effectively.

- Ensure stakeholder information is managed accurately, securely and in line with IPPR's data protection requirements.

- Represent IPPR professionally at external meetings and events.

Partnerships

- Work collaboratively with the head of external affairs and events to support the delivery of IPPR’s partnerships programme, acting as a key point of contact for partners.

- Develop and coordinate partner events, communications and newsletters, and provide administrative and logistical support to partnership activities.

Working across IPPR

- Build positive, collaborative relationships with researchers, communications colleagues and other teams to support the delivery and impact of IPPR's work and events.

- Support wider communications team priorities where needed and actively participate in staff meetings and organisational activities.

- Contribute ideas and take initiative to improve how we engage audiences and deliver activities.

- Contribute to a positive and supportive working culture, demonstrating IPPR's values of being bold, collaborative, rigorous and inclusive in your work and relationships with others.

Person specification

Essential knowledge, skills and experience

- Experience of planning and delivering complex or high-profile events, including managing competing priorities, coordinating venues and building relationships with speakers, suppliers and attendees.

- Experience of communicating with and engaging audiences, for example through newsletters, event promotion, digital content or campaigns.

- Ability to develop and maintain effective, collaborative relationships with a wide range of colleagues and stakeholders.

- Experience of using CRM systems or other databases to manage information accurately, with the ability to learn new systems (we use Raiser's Edge NXT).

- Clear and accurate written and verbal communication skills with the ability to draft concise and engaging correspondence.

- Strong organisational and project coordination skills, with meticulous attention to detail, the ability to work independently, plan ahead, prioritise competing demands and meet deadlines.

- Sound judgement, initiative and a practical, solutions-focused approach to problem solving, including the ability to respond effectively to changing circumstances.

- Confidence using Microsoft Office, digital tools and administrative systems, with the ability to learn new platforms.

- A commitment to equality, diversity and inclusion, and to making events and engagement activities accessible and welcoming.

- An interest in public policy, politics and IPPR's mission, and a commitment to working in line with our values.

- Willingness to travel and work outside normal working hours for events and conferences, including occasional overnight stays.

Desirable knowledge, skills and experience

- Experience of using Raiser's Edge NXT, Eventbrite, Mailchimp or similar platforms.

- An understanding of the UK political and public policy environment.

- Experience of supporting partnerships or stakeholder engagement programmes.

Terms of appointment

Joining IPPR means being part of a progressive organisation that values work-life balance, professional development and employee wellbeing. We offer generous leave, flexible working arrangements and a collaborative and inclusive culture. Our offices are in London, Manchester and Edinburgh, with many colleagues working remotely for part of the week.

Salary
The salary for this role is £37,976 to £48,644 per year, plus benefits.

Appointments are typically made towards the lower end of the relevant pay scale. Our pay framework is designed to recognise and reward the knowledge, skills and experience colleagues develop over time. We support career development and progression through our annual performance review process, and our basic rates of pay are reviewed annually.

Contract period
This is a permanent contract.

Location and flexible working
We value the benefits of in-person collaboration and ask staff to spend at least 40 per cent of their working hours in our London office, with the remainder able to be worked remotely.

We are committed to flexible working and welcome applications from people seeking different working arrangements, including part-time working and job sharing. We would be happy to discuss options during the recruitment process.

Annual leave
We offer 25 days of annual leave, plus bank holidays and five additional Christmas closure days each year. Annual leave, bank holidays and Christmas closure days are pro rata for part-time staff.

Pension
We recognise how important it is to help you save for your retirement and offer a defined contribution group stakeholder pension scheme with Aviva. IPPR matches employee contributions up to 5.5 per cent of salary.

Probation period
This appointment includes a six-month probationary period, during which the notice period is two weeks. Our probation process is designed to support your induction and development, ensuring you have the guidance and resources you need to succeed in your new role.

Additional benefits

Wellbeing support: We provide access to occupational health services, Mental Health First Aiders and a 24/7 Employee Assistance Programme offering in-the-

moment support and counselling, legal and financial advice, and specialist support and signposting services.

Family-friendly policies: We offer generous carer and parental leave alongside policies designed to support colleagues with caring and family responsibilities. These include up to 21 weeks of maternity, adoption or shared parental leave at full pay, and six weeks of paid paternity leave.

Flexible working: We support a range of flexible working arrangements, including flexibility around working patterns and hours. We also offer paid time off to deal with emergencies and unexpected events.

Learning and development: We are committed to supporting the learning and development of our staff through formal and informal development opportunities, on-the-job learning and up to five days of paid study leave each year. Everyone has regular career and development conversations with their manager, and we encourage colleagues to share their knowledge and learning across the organisation.

Union and staff networks: Staff have the option to join a trade union, and our staff-led networks provide opportunities to share experiences, connect with colleagues and help build an inclusive culture. Listening to colleagues' ideas about how and where we can improve is an important part of our values and how we work.

Giving back: We offer three days of paid special leave each year to take part in volunteering activities.

Equality, diversity and inclusion: IPPR is committed to equality of opportunity and welcomes applications from all sections of the community and from applicants with a range of professional and lived experiences. As an organisation engaging in critical debate about a wide range of progressive policy issues, we value the creativity and range of perspectives that a diverse team can provide.

How to apply

We hope you will consider applying and look forward to hearing from you.

To submit your application, please visit:

https://ippr.hrpartner.io/jobs/external-affairs-and-events-officer-yqxaz

Closing date: 6 December 2026, 23:59 (GMT)

Interviews: 14 December 2026, at our London office

Equity, diversity and inclusion monitoring

We would be grateful if you could also complete our equity, diversity and inclusion monitoring form. This information is collected for monitoring purposes only and will not be considered as part of your application.

Requesting reasonable adjustments

We want every candidate to have a fair and positive experience and the opportunity to perform at their best throughout our recruitment process. If you need any reasonable adjustments at any stage, such as information in an accessible format, additional time for assessments, or support during interviews, please contact us at **recruitment@ippr.org** as early as possible so we can discuss how best to support you.

All requests will be treated confidentially and will not affect your application.

What happens next

We are committed to informing all applicants of the outcome of their application. However, due to the volume of applications we sometimes receive, this may take a little time. Unfortunately, we are unable to provide individual feedback to candidates who are not shortlisted.

Shortlisted candidates will be invited to complete a practical finance and Excel assessment before interviews, designed to explore their analytical thinking, accuracy and problem-solving skills.

Thank you for your interest in joining IPPR. We wish you every success with your application.

Applicants guide: Right to work in the UK checks

Overview

UK employers are legally required to conduct Right to Work Checks. This is done to verify that their prospective employees have the appropriate and valid permission to work in the United Kingdom. This requirement is set out under the Immigration, Asylum and Nationality Act 2006, specifically Sections 15 to 25, and is supported by Home Office guidance that is updated regularly.

You'll need to prove your right to work in the UK before you start working for us, whether permanent, temporary, part-time, or casual. How you do this depends on your nationality and what kind of permission you have to work in the UK. This process must be applied consistently to all candidates, ensuring non-discriminatory practices irrespective of nationality, race, or ethnicity.

To verify a job applicant's right to work in the UK, the employer is required to check and retain evidence of from a list published by the Home Office. You can access the list here. We are unable to accept applications from candidates that cannot provide documentary evidence of right to work in the United Kingdom, and we will not be able to confirm employment until this documentation has been produced. You must produce an original document – photocopies are not acceptable under the Act.

Please be aware that IPPR is not a sponsoring organisation. Therefore, you must already possess the right to work in the UK or be able to secure the right to work in the UK independently.

1 If you're a British or Irish citizen

If you're a British or Irish citizen, you can prove your right to work in the UK with either of the following:

- a British passport
- an Irish passport or passport card

Your passport or passport card can be current or expired.

If you do not have a passport or passport card, you can prove your right to work with one of the following:

- a UK birth or adoption certificate
- an Irish birth or adoption certificate
- a certificate of registration or naturalisation as a British citizen

You must also give your employer an official letter or document from a previous employer or a government agency.

For example, you could use a letter from HM Revenue and Customs (HMRC), the Department for Work and Pensions (DWP) or the Social Security Agency in

Northern Ireland.

The letter must show your name and National Insurance number.

2 If you're not a British or Irish citizen

If you're not a British or Irish citizen, you can prove your right to work with:

- a share code - you can get a share code online
- your eligible immigration documents

You can choose which option you use.

If you cannot prove your right to work

If you're not a British or Irish citizen, your employer can check if you can work with the employer checking service.

If you're a Commonwealth citizen, you may be able to get documents to show that you can work in the UK through the Windrush Scheme.

If you have any further queries about these provisions, please do not hesitate to ask.