

Application guide

Associate Director of Partnerships and Events



March 2021



Message from our Chief Executive



Dear Applicant,

Thank you for your interest in joining us as an Associate Director.

The Education Policy Institute is one of the country's leading public policy research organisations. Our authoritative, impartial reports have proven both timely and influential, reaching a large and diverse audience including parliament, government, practitioners and the general public. Our high-quality programme of data-led research generates powerful evidence that is able to shape policy.

That success has been made possible by our diverse, dedicated, and talented team of statisticians, economists, social researchers, and communication specialists. They have grasped the opportunity to help shape the organisation, to carry out innovative data analysis, and see their work reach national and international media and the highest levels of government.

We are now seeking a talented and motivated candidate to join our Communications, Events and Partnerships team as an Associate Director of Partnerships and Events. This position presents an opportunity to contribute to the success of EPI by initiating and building partnerships with external organisations to support our financial sustainability, and through leadership of our varied events programme to ensure our research findings are disseminated to a wide audience in a timely and impactful way. In this role you will support the development of EPI and our mission to influence education policymaking, and ultimately to improve the life chances of children and young people in England.

In this pack you will find further information about the Education Policy Institute, what working as an Associate Director is like, the benefits we offer, and how to apply for these roles.

We very much look forward to receiving your application.

A handwritten signature in black ink that reads "Natalie Perera". The signature is written in a cursive, flowing style.

Natalie Perera,
CEO

About the Education Policy Institute

Education can have a transformative effect on the life chances of young people, enabling them to fulfil their potential, have successful careers, and grasp opportunities. As well as having a positive impact on the individual, good quality education and child wellbeing also promotes economic productivity and a cohesive society

Too many children, presently, don't get the education and support they need to make the most of their lives. The evidence of the gaps that exist is set out each year in our research on education in England.

Identifying and promoting good education policy is therefore crucial. But the policy debate is often occupied by contradictory views, which can be based on personal experience, anecdote, and political instinct. There is an urgent need for objective, impartial, and independent research that can influence and inform the education debate – rigorous research which is grounded in evidence.

The Education Policy Institute's aim is to help fill this space. Our data-driven research and analysis sheds light on whether current policy is delivering a high quality, equitable, education system, and identifies issues where further policy development is needed. Through research and analysis, our aim is to hold government, policy-makers, and education providers to account for their performance, and help identify the policies which can improve educational outcomes for all, particularly for the most disadvantaged and vulnerable young people in our society.

An independent and influential organisation needs a team of experienced, talented and motivated staff to achieve this ambition. The Education Policy Institute is fortunate to have assembled a strong and diverse team to lead our research effort and help us achieve our goals to:

Advance education: Promoting the study and discussion of, and the exchange and dissemination of information and knowledge concerning education policy and outcomes in England and elsewhere in the world.

Communicate our findings: Ensuring a wide range of audiences access our research (based on rigorous analysis, empirical evidence and detailed knowledge) – to maximise their impact on policy and inform the public debate.

Promote high quality educational outcomes for all: Meeting world class standards in education, regardless of social backgrounds, through our rigorous analysis and research.

Achieve significant impact and shape the policy agenda: Informing policy making by working collaboratively with government, parliamentarians, other researchers and those who deliver support for education and young people's wellbeing.

Life as an Associate Director in the Education Policy Institute

The role of an Associate Director at the Education Policy Institute provides the opportunity to contribute to the strategic direction of the organisation through engaging new partners and developing our diverse events programme. One day you might be attending meetings with school leaders or large corporations, the next day you might be writing event proposals or summary papers for partners to address big policy questions, or perhaps representing EPI and delivering events at one of the political party conferences.

You will lead on Partnerships and Events.

Over the last five years EPI has grown from a start-up to an established research institute. During this time, we have increased and diversified our funding sources and established an organisation membership programme which now has nearly 20 members. We have also become a prominent convener of education sector leaders and policymakers. Our events programme includes, private roundtables, seminal conferences, our prestigious Annual Lecture, webinars, a programme of events at the main three political party conferences and our biennial Summer Drinks Reception. We are looking for a candidate who can support the continued growth of the organisation, shape our events programme, and work closely with our key partners including, education suppliers and providers, representative bodies, charities, and corporations.

You will get real responsibility.

You will develop strategic partnerships working closely with EPI's Executive Chair, Chief Executive and Research Directors to identify new partnership opportunities and secure support for our research and events priorities. You will lead on events designed to maximise the impact of our research on policy-making – leading the strategic direction of the Communications and External Engagement team jointly with the Associate Director for Media and Communications. You will also jointly line manage the Communications and Events Manager and will support them with their event management duties and their line management of the Executive and Events Officer. You will also support projects which contribute to the operational development of the organisation including financial reporting and the development of organisational policies.

And you will be supported.

Like you, your colleagues are communication specialists and passionate about improving the life chances of children and young people. So, when you're grappling with a problem – whether that's negotiating favourable terms for a new research project, how to develop and manage a new

partnership, or how to improve an organisational policy– they will be there to help. Just as you will be with them.

You will be ready for the challenge.

Your work at the Education Policy Institute will build on the experience you already have. You will:

- Have at least three years' experience working in one or more of the following areas communications, external affairs, public affairs, policy, or event-management.
- Have excellent communication skills and will be prepared to represent EPI at meetings, conferences and networking events.
- Have experience in managing small teams.
- Be ready to lead, develop and manage our varied events programme including roundtables, conferences, webinars and large programme of events across the three political party conferences to achieve policy impact.
- Be prepared to initiate and develop strategic partnerships with key stakeholders to support our financial sustainability and our position as a prominent convener of education sector leaders.
- Be highly organised and efficient with excellent attention to detail and prepared to support contract development and financial reporting.
- Be an enthusiastic team player who is keen to help build a small but fast-growing independent research institute and support the professional development of their small but highly capable team.
- Be committed to EPI's mission to improve outcomes for disadvantaged children and young people through timely, impactful and evidence-based analysis.

A knowledge of the education, public policy and/or research landscape is desirable, but we are also willing to consider applications from candidates without this background knowledge and who can demonstrate a commitment to our mission and the ability to learn new policy areas quickly.

Benefits

- We offer a salary of £40 to £50k depending on experience, plus 8 per cent employer pension contributions.
- We offer flexible working hours, including the opportunity to work from home, because it's the outputs that matter, not the hours you spend sitting at a desk, and we know you have a life outside of work.
- You'll get 30 days annual leave in addition to bank holidays. EPI also shuts between Christmas and New Year, and that won't count towards your 30 days.
- We offer season ticket loans and a cycle to work scheme.

- We are a [Time to Change employer](#) and we provide an employee mental health assistance programme.

Location

EPI's offices are based in central London, on Buckingham Palace Road and are very well connected – situated just 5 minutes away from Victoria Station.

All the EPI team are currently working remotely, and this will continue until government guidance changes.

Other requirements

All positions at EPI are subject to reference checks and a DBS check. We ask you to provide two referees in your application. References will only be sought, and a DBS check carried out once a job is offered.

Please note that all EPI roles are subject to a 6-month probation period.

How to apply

If this sounds like you, please apply by **11.59pm on Wednesday 7 April 2021**, using this link: <https://www.smartsurvey.co.uk/s/epi-partnerships-and-events-AD/>

This is to help us improve the fairness of our recruitment process, the staff involved in the sifting process will not have access to your name, personal contact information or the names of the education institutions you have attended. To help us achieve this aim we ask that you do not send in CVs and covering letters as they will not be considered. We also ask that you do not reveal personal information about yourself in your application answers.

Our selection process is fairly short and quick: **interviews will take place over video conference within two weeks of the closing date**, though we can be flexible with timing for the right candidate. The interview will ask the questions about your skills and experience. The interview panel will include the Executive Chair and CEO as well an additional panel member from outside the organisation.

If you have any questions about the post, the application process or require any reasonable adjustments, please do contact info@epi.org.uk before applying and we'll be happy to discuss it.

Please note that we are only able to consider applicants who have a right to work in the UK as we are unfortunately unable to sponsor applicants at this time. For more guidance on the right to work in the UK please visit: <https://www.gov.uk/prove-right-to-work>

EPI's commitment to having a diverse workforce

EPI is committed to having a diverse workforce and eliminating discrimination. Our aim is that each employee within the organisation feels respected and able to give of their best. This commitment is in keeping with EPI's mission and purpose to improve the outcomes for all children and young people regardless of background.

We need your support, so we especially welcome applications from candidates from Black, Asian, Mixed or Multiple and Other Minority Ethnic backgrounds. We especially welcome these candidates to discuss the role and any questions they have with the hiring panel prior to application.

We also ask all candidates fill out an optional and anonymous diversity monitoring form alongside their application form to help us understand how we can improve the fairness of our recruitment process. Staff involved in sifting and interviewing candidates will not have access to this data. The form is entirely voluntary so if you would rather not disclose this information please click through to the end of the form.

We look forward to receiving your application