

Application guide

Executive and Events Officer



May 2021



Message from our Chief Executive



Dear Applicant,

Thank you for your interest in joining us as an Executive and Events Officer.

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 Executive and Events Officer. This position presents an opportunity to contribute to the growth of EPI and support policy relevant events that deliver real impact on the ground.

In this pack you will find further information about the Education Policy Institute, what working as an Executive and Events Officer is like, the benefits we offer, and how to apply for this role.

We very much look forward to receiving your application.

A handwritten signature in cursive script that reads "Natalie Perera". The signature is written in black ink on a white background.

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 Executive and Events Officer

The role of an Executive and Events Officer provides the opportunity to broaden your skills in a fast-paced environment. One day you will be helping to organise high-profile events and the next you will be supporting the organisation by getting involved in important issues like maximising wellbeing, compiling papers for our trustees and working closely with the Chief Executive and Chair on their priorities.

The Position

We're looking for a talented and motivated candidate to join our Communications, Events and Partnerships team as an Executive and Events Officer. This post offers a real opportunity to progress within our organisation. We also offer:

- Starting salary of between £23 - 26k - depending on experience and 8% employer pension contributions.
- Flexible working hours.
- 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 which means we are committed to ending stigma and discrimination experienced by people with mental health problems. We also provide staff with access to a free and confidential Employee Assistance Programme.
- We also offer a life insurance scheme.

What will you do?

- Manage the diaries of EPI's Executive Chair and CEO.
- Ensure day-to-day running of the office, including premises and facilities liaison.
- Manage invoicing processes and staff expenses.
- Arrange high profile events, including our Annual Lecture, conferences and launches of our research reports and effectively communicate them across EPI's core channels.
- Organise Advisory Board meetings across our grant funded work.
- Organise and oversee our approach to recruitment; equalities and diversity monitoring and job postings.
- Provide support to the governance of EPI – compiling trustee papers, arranging meetings and liaising with Trustees.

Reporting

This role will report to the Communications and Events Manager.

Requirements

We are interested to hear from self-starters who can demonstrate their skills, knowledge and experience in different ways. To demonstrate you meet the requirements outlined below you can draw from life, education, voluntary and any work experience.

- An effective communicator with strong verbal and written communication skills and excellent attention to detail.
- Excellent organisational and time management skills with the ability to work on numerous projects simultaneously.
- Numerate and IT confident.
- A year's relevant experience in a similar role, which, as outlined above could take the form of, but is not limited to, voluntary or work experience or experience gained through education or elsewhere.
- A demonstrable commitment to EPI's mission and purpose and an interest in one or more of the following areas is desirable, education, mental health and/or public policy.
- Most of all, we are looking for an enthusiastic team player who is keen to help build a small but growing research institute.

Why should you apply?

- The opportunity to work in one of the most influential education research institutes.
- Competitive pay, with generous holidays and benefits.
- Flexible working hours.
- Opportunities for professional development and working within a highly motivated team.

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, but we are planning to reopen our offices over the summer, government guidance permitting.

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

To apply, please fill out an application form by 9:00am on Tuesday 1st June [here](#).

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 Associate Director for Partnerships and Events and the Communications and Events Manager as well as 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 someone from the team 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