



Recruitment - ILC-UK are recruiting for a Head of External Affairs

About ILC-UK

The International Longevity Centre – UK (ILC-UK) is the specialist think-tank on the impact of ageing on society.

We ask difficult questions and present new solutions to the challenges and opportunities of ageing. We undertake research and policy analysis and create a forum for debate and action.

We are intergenerational and solutions focused in our approach, our work is evidence based and all our reports include targeted recommendations for future action.

Over the last year, we have enjoyed great success both in terms of our impact and reach:

- Producing over 35 reports.
- Holding over 50 high level events, including our sell out “Future of Ageing” annual conference.
- Featuring in every UK national newspaper, in international publications, contributing to national TV and radio debates, and reaching an international Twitter audience of more than 5 million.

In the last month alone, we’ve been on BBC Breakfast, Sky News and in the Guardian as well as influencing more residential care homes to use music based interventions in dementia care.

Candidate Specification

We work on some of the most pressing current policy issues including how social care could be funded; how young people will be able to have a reasonable retirement income; how communities could work for all ages; and how we can afford health in the context of demographic change. We need an innovative and creative Head of External Affairs to communicate our key messages on these subjects effectively and maximise visibility in this time of opportunity.

This is a new and stimulating role for ILC-UK and we need an experienced communications expert with a strong passion and understanding for UK public policy. The post holder should be able to interpret and understand research to disseminate to a wider audience. You must be able to work at a rapid pace, with both the Research and Public Affairs teams and work on multiple projects at the same time with competing deadlines.

Key Responsibilities

Enhancing our reputation	Developing and leading our communication and public affairs strategy to ensure we have strong links with key opinion formers to promote the work of the ILC-UK.
Enhancing the visibility of our research	Maximising the influence of our research and expertise through the dissemination of research, engagement with key stakeholders and other activities, such a media engagement.
Lead the Events and Public Affairs Team	Manage our experienced events and public affairs team, providing leadership and direction.
Contributing to ILC-UK’s broader community life	Contributing to ILC-UK internal and external meetings and events, and more broadly the intellectual and social capital of the organisation.

Key Skills

Essential	At least 3 years’ experience in a similar role.
	Experience of building strong stakeholder relationships across the media, policy and politics.
	Strong knowledge of Parliamentary procedure and the workings of Whitehall.
	Good project management experience.

Understanding of the external political environment and political development as they may affect ILC-UK.

Strong writing skills with an ability to understand and interpret complex research and relay and disseminate it to a wide variety of audiences.

Track record of influencing stakeholders and understanding the opportunities and risks of working collaboratively with other stakeholders.

Experience of writing engaging articles, briefings, speeches and reports for different audiences including responding to Government consultations

Experience of working on policy and political events.

Experience of managing and developing a small team.

Ability to work independently in a highly-pressured environment and to tight deadlines.

Ability to work under pressure, managing multiple tasks with competing deadlines.

Experience of producing funding proposals/undertaking fundraising.

Good IT skills and knowledge of using social media for political purposes.

Desirable

Experience of working with non-governmental organisations and/ or international agencies.

Experience of undertaking media interviews.

Demonstrable interest or experience of working on ageing related issues and a knowledge or interest of public policy environment in this field including policy development and the political process.

Benefits of Working at ILC-UK

In return, ILC-UK offers a flexible working environment with many opportunities for learning and development. We are a small organisation and every team member shapes and influences our work and ethos.

You will receive:

- 25 days annual leave plus Bank Holidays
- Your birthday as a day off
- A 5% contributory pension scheme

We also offer season ticket loans, childcare vouchers and a cycle to work scheme.

You will be joining ILC-UK at a poignant and exciting time as we are going through a branding review which will enhance our position as the leading think-tank in the context of demographic change.

“ILC-UK is a great place to work and I am very lucky that no two days are the same. I might start the day with an internal meeting about our events programme before heading to the City for meetings with one of funders. In the afternoon, there are often parliamentary receptions or other policy events to pop into. Sometimes I may find myself meeting with our Chief Executive to talk about our future plans or meet new funders. If I have 30 minutes spare I try to sneak in a run.

Most weeks I will have meetings or calls with journalists, key stakeholders, and policymakers. A big part of my job is maintaining and building our relationships with potential funders, whether they be in the charity or private sector. We are lucky to have a great group of funders who do seem to like working with us so this isn't a chore.

We get some great opportunities to get our messages out to some very senior audiences and get invited to speak at a lot of events. One week I might be doing an after dinner speech for one of our Partners, another week I might be speaking in a University symposium or an event in Parliament or

Brussels. I've shared platforms with people like Andy Burnham as well as presenting to Global Finance Ministers in Malaysia.

I get actively involved in some project work, in particular, leading some of our work on immunisation. I also do a lot of work on older consumers and on technology and ageing. I work closely with our Operations Director and our trustees on the management of the organisation.

I don't live in London so most of my emails and admin is done on the long commute home."

David Sinclair, Director, ILC-UK (*David joined ILC-UK as Head of Policy and Research in 2009*).

Post Information

The ILC-UK 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 Normal place of work will be at the International Longevity Centre-UK (ILC-UK) in Westminster, London.

Hours 5 days a week, 35 hours (flexible for the right candidate).

Salary £45,000-£50,000 (depending on experience).

Start Date ASAP.

How to Apply

Send a (maximum) two-page CV and (maximum) one page covering letter to the Director of Research and Strategy at recruitment@ilcuk.org.uk, ensuring that the name of the position appears in the email subject field. Your covering letter should encompass why you want to work for ILC-UK, your expertise and experience for the post as well as your enthusiasm for impacting public policy change.

We look forward to hearing from you!

If selected for interview you may be asked to produce a short sample of your written work.

Application Deadline 5pm on Tuesday 13 February 2018

Interview Date Tuesday 20 February 2018