



Message from Chris Curry

Director of the Pensions Policy Institute

Dear Candidate,

The Pensions Policy Institute (PPI) is a small independent research charity established to help improve later life outcomes by providing evidence to shape policy. Our particular focus is providing fact-based evidence to inform the policy discussions on pensions and retirement income provision. We have a proven track record in analysing future trends within the policy landscape including: social, economic, technological and demographic changes.

We are looking to expand the Operations Team with someone who can provide administrative support to the Head of Membership and External Engagement. The post will suit someone who has great communication skills, someone who is flexible and can manage various tasks. Ideally, but not essentially, you will have some experience of seeking or making grant applications, co-ordinating events and in-depth knowledge of funding for research charities. This role is a newly created position within the team and will be for an initial one year fixed-term contract.

For more information about our work and the team, please visit www.pensionspolicyinstitute.org.uk.

We look forward to hearing from you.



Chris Curry
Director

The Pensions Policy Institute

The Pensions Policy Institute is an educational, independent research charity with an objective to inform the policy debate on pensions and retirement income provision.

Our research provides the facts and encourage debate and enables us to be a well-informed analyst and commentator on pensions policy. As a **registered charity**, the PPI receive no central funding and the research is either sponsored, or forms part of the core work which is funded by the Supporting Members Scheme.

PENSIONS POLICY INSTITUTE

PPI



Research reports

Describe, analyse and model all areas of pensions policy in depth to produce fact-based reports. Our reports are almost always sponsored by at least one organisation.



Briefing Notes

Provide short summaries and clarify topical pension policy issues. Briefing Notes are included in **core work**, though some are sponsored.



Modelling

PPI have developed a suite of economic models that allow modelling of the hypothetical individuals, aggregate costs and distributional implications or various pension policies.



The Pensions Primer

Contains a detailed description of the UK pensions system and is an invaluable reference tool. The Primer is part of the PPI's **core work**.



Pension Facts

Brings together the most up to date information and statistics on pensions and demographic data. Pension Facts is part of the PPI's **core work**.



Consultation responses

Respond to consultations and calls for evidence within the pensions and retirement area, and provide oral evidence when requested. Responses are part of the PPI's **core work**.



Knowledge Sharing Seminars

Training seminars held by the PPI to provide a basic overview of the pensions system and pensions policy.



Events

Our events include research launch events, roundtables, exhibitor stands at trade conferences, the annual House of Lords Dinner, Party Conference fringe events and members events.



Supporting Members

As a charity, the PPI rely on annual donations from Members to fund the **core work**. Without Supporting Members, the PPI would not exist.



Media engagement

The PPI produce press releases for research, write articles for trade press and appear on TV and radio to discuss pensions policy.



Speaking engagements

PPI staff speak at many external events to provide impartial, fact-based commentary on selected topics.



Industry engagement

Continuous communication on a range of topics with other organisations within the field. All organisations are eligible to sponsor research as long as it fits within the charitable objective.

Administrator – Fundraising & Events September 2019 Recruitment Pack

PENSIONS POLICY INSTITUTE

PPI

Administrator (Fundraising and Events)

The Pensions Policy Institute (PPI) is considering applications for a **Fundraising and Events Assistant** to join the team based in Holborn, London. We are seeking an administrator to join the operations team to support the Head of Membership and External Engagement. This new role will support and develop both the existing and new fundraising activities of the charity. You will provide the highest levels of fundraising and event administration as well as adding support to the overall operations function. We have a specific interest in candidates who have experience co-ordinating events, researching and applying for funding from charitable trusts and foundations. That said, we want to hear from you if you have ‘can do’ attitude and are willing to be involved in all aspects of the operations team’s activities.

This is a full time position, ideally based in the office, but we will consider flexible working arrangements. This is a newly created position for an initial one year contract. The start date is flexible.

We strive to treat our employees well and offer a range of benefits:

- Salary commensurate with experience and knowledge;
- Central London office location;
- 25 days annual leave;
- Membership of the PPI’s Group Personal Pension with 12% employer contribution;
- Group Income Protection and Life Assurance;
- Flexible working arrangements.

Please read the role description and person specification below for further details.

Application Process

We will be monitoring applications as they come in and may close the process before the closing date, Friday 11th October 2019. Interviews are expected to be held during weeks of 21st and 28th October 2019. Shortlisted candidates will be asked to complete a short exercise after the interview (no preparation is required and further details will be given at the interview). Applicants must be able to demonstrate that they have a legal right to work in the UK.

If you would like to apply, please send:

- a covering letter outlining specific reasons why you are suitable with reference to the person specification and responsibilities,
- a CV (no date of birth required)
- 2 referees (who will be contacted if you are successful)
- your availability for interview
- your notice period, and
- expected salary

To Maritha Lightbourne, Head of Finance and Operations via email info@pensionspolicyinstitute.org.uk or you can post a hard copy (Pensions Policy Institute, Kings College, Virginia Woolf Building, 22 Kingsway, 1st Floor, London WC2B 6LE). We will acknowledge receipt of your application and inform you by 18th October 2019 whether you have been successful for interview. Due to the anticipated high number of applications for this role, if you have not heard from us by 19th October 2019, then unfortunately you have not been successful.

Fundraising and Events Assistant Role Description

Purpose of the role:

To work within a small operations team and provide support to the Head of Membership and External Engagement with external events, communications and increasing the PPI's income from charitable trusts and foundations. During periods of absence, provide cover for the Team Support and Operations Assistant in assisting the Head of Finance and Operations with the smooth running of the office.

Specific responsibilities:

Fundraising

- Monitor, maintain and investigate income from charitable trusts, foundations and grant making bodies for the Institute.
- To produce, update and maintain a detailed grants tracker.
- Working with the Head of Membership & External Engagement and the Funding Committee to investigate identified opportunities for additional funding.
- Research, compile, write and submit applications.
- Appeal support: this may include contributing to content and will include monitoring schedules and deadlines.
- Provide quarterly updates to feed into the Funding Committee papers.

Membership Scheme

- Fulfilling the administration process for new members as well as for annual membership subscription renewals.
- Provide support in identifying new Members.
- Provide administration support for membership events.

External Events

- Organise and manage the logistics of meetings, research launches, roundtables and any other ad hoc events.
- Secure and book venues, organise and finalise catering and AV requirements.
- Prepare delegate packs, papers, name badges etc.
- Manage the set up and clear up of PPI events.
- Run the registration desk for all PPI launch events.
- Explore new ways of launching our research and look at different formats for events.
- Assist in the running of the Knowledge Sharing Seminar.

Dissemination and Communications

- Assist in keeping the website up to date and in monitoring website usage.
- Assist in sending communications to stakeholders.
- Assist in maintaining the CRM.
- Assist in co-ordinating team responses to events.
- Assist in keeping the external engagement register up to date.
- Assist in proof reading and formatting research outputs.
- Assist in PR and producing press releases.
- Assist in organising and writing blogs and articles (if able to do so).

Provide cover for the Team Support and Operations Assistant when out of office.

Administrator - Fundraising & Events September 2019 Recruitment Pack

Person specification:

Attributes, skills and experience	Essential	Desirable
All-round administrative skills	✓	
Experience in event co-ordination	✓	
Experience of fundraising administration		✓
Experience of researching and applying for funding from charitable trusts and foundations		✓
Knowledge of research tools available for finding new funding opportunities		✓
Knowledge of funding opportunities that support research charities		✓
Ability to write for different audiences		✓
Interest or experience working in the charity sector	✓	
Fluent spoken and written English	✓	
IT literature and competent in Microsoft applications	✓	
Able to communicate effectively (at all levels) both orally and in writing	✓	
Excellent spoken communication and people skills	✓	
Ability to maintain relationships with office and home-based staff	✓	
Ability to prioritise and manage a busy workload	✓	
A positive, 'can-do' attitude, enthusiasm and willingness to undertake other responsibilities	✓	
Excellent interpersonal skills	✓	
Able to work independently and as part of a team	✓	
Have a sense of humour while maintaining professionalism	✓	
Understanding of and commitment to confidentiality	✓	
Strong attention to detail	✓	
Good organisational and time management skills	✓	
Ability to travel around the UK and work evenings		✓
Awareness and appreciation for cultural differences	✓	
Experience of working with designers and printers		✓
Proof-reading experience		✓
Knowledge and experience in designing print media e.g. marketing material, newsletters etc.		✓
Ability to quickly learn software	✓	
Good numeracy skills and financial awareness		✓
A genuine interest in and commitment to the charities aims	✓	