

## Job description: Investment Manager

Title:	Investment Manager
Salary:	£48,250 per annum
Reporting to:	Investment Director
Team:	Investment
Location:	Central London, NW1 2DX
Duration:	Permanent
Working hours:	Full time (37.5 hours per week)
Starting date:	December 2019

### About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations.

In partnership with other funders we help our charities expand and we influence policy and decision makers so that all young people get the support they need.

Impetus currently has 35 members of staff, supporting 19 charities with programmes across England, Wales and Scotland.

### About this role

The Investment Manager (IM) works as a part of the Investment Team to deliver the charity portfolio strategy for Impetus through both charity-facing and performance work streams.

The IM drives charity partner outcomes through ownership and management of specific capacity-building objectives, with a focus on the development of charity programme design and impact management capabilities.

The IM will contribute to the refinement and execution of Impetus' performance management processes and systems and help manage the pipeline of new investments. The IM will also support the charity peer learning network and work closely with the Public Affairs team including analysing admin data and developing

benchmarks, and they will disseminate wider learnings from and about the charity investments.

Finally, they will develop education and employment domain and practice expertise to inform and strengthen our work and their own knowledge and influence.

## Key responsibilities

### Investment management

- Work closely with Investment Directors to support charity partners' progression and strengthening of leadership, impact and sustainability, with lead management of specific work streams related to building the charity's impact management capabilities, processes and performance;
- Build trust-based relationships with charity leaders including delivery staff and programme leads;
- Guide charity partners in setting up effective impact management structures and systems and provide insight and thought-partnership in charity's use to drive performance on an ongoing basis;
- Assist in curating, coordinating and managing the support of pro bono partners to drive charity capacity development and ensuring their influence on charity partners strategy;
- Manage impact strategy workshop logistics, develop and analyse pre-workshop surveys, support facilitation planning and synthesise outputs
- Manage, with the support of an Investment Director, our pipeline database and the annual origination cycle.

### Impact and performance management

- Support the use of 'big data' to develop more meaningful benchmarks for our charities;
- Support the development and refinement of Impetus' performance management process and systems;
- Assist with review, refinement and codification of our investment management approach, and the dissemination of learning across the team;
- Develop knowledge and insights into the education and employment domains, using expert advice and cultivating expert input and engagement, in order to advise on origination as well as the programme design and financial sustainability of potential grantees;
- Develop expertise in technical elements of impact management (e.g., data dashboard design and usage, system development, developing a performance culture, evaluative activity) to inform capacity support to charities, support colleagues and build team knowledge.

### Support to Impetus

- Support Impetus' public affairs and philanthropy objectives through input into case studies, research and policy campaigns;

- Share the learning from our work across the team, across the organisation and externally;
- Analyse and interpret official statistics and admin data relating to young people's academic attainment, university access, and employment and, specifically, the disadvantage gap in these areas;
- Support the Public Affairs Director on relevant policy projects which further the organisation's understanding of the disadvantage gaps and how to eliminate them, developing robust benchmark data, and other evaluative aspects;
- Work within Impetus strategy, policies and procedures.

## Person specification

### Essential

- Highly analytical and numerate
- Able to identify key points from a range of data outputs and translate into clear communication, including PowerPoint
- Previous experience in performance management highly desirable
- Proven ability to work independently, and ability to engage in substantive discourse
- Strong planning and time management
- Displays tenacity and initiative
- Growth mind-set; seeks out and acts on feedback
- A strong interest in partnering closely with charities that are doing what it takes to get better
- Able to build productive, trust-based relationships with internal and charity teams
- Experience of accessing and analysing complex data sets (such as the Labour Force Survey or the National Pupil Database), or in the evaluation of large-scale programmes or other data driven project work
- A commitment to Impetus' mission
- A commitment to equality, diversity and inclusion

### Desirable

- Exposure to impact, mixed-method and qualitative evaluation methodologies, desirable

## How to apply

Please send your CV and a one-page cover letter telling us why you're applying for this role to [recruitment@impetus.org.uk](mailto:recruitment@impetus.org.uk) by **9am Monday 4 November 2019**.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to

work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

***First round interviews will take place on Wednesday 13 November 2019***

***Second round interviews will take place on Tuesday 19 November 2019***

Due to the large number of applications we receive, it is not possible to write to you should you not be shortlisted. If you have not heard from us within three weeks of the closing date, please assume that your application has not been successful on this occasion.

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

*Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.*