



Social Market  
Foundation

## Impact Officer

**Location:** Westminster, London

**Start date:** As soon as possible.

**Salary:** In the region of £25,000 plus private pension and six weeks' annual holiday

The Social Market Foundation is a non-partisan think-tank based at Westminster and working to answer the major political and economic challenges of the day. Our work is consulted by senior politicians and officials and reported in the national media.

We are currently looking to appoint a bright and ambitious **Impact Officer** to support our team. This role will support the Events, External Affairs and Research functions of the SMF. The successful candidate will work directly with both teams to ensure that the SMF's core messages, policy ideas and events, reach their intended audiences and that the SMF's work has even greater impact on policymaking and public debate.

This is a new position, and for the right candidate it will offer a unique opportunity to be involved in every aspect of the work of a leading think-tank.

## About the role

The duties of the Impact Officer will include, but not be limited to:

- Support the SMF Research team to develop and promote new reports, briefings and other outputs through the production of infographics and other digital content.
- Support the Media Officer with the communication of our research and events through social media and other channels.
- Support the SMF's work with academic partners to ensure their work has greater impact on policymakers.
- Identify key stakeholders (from parliamentarians to business leaders to government departments) for each new piece of SMF work.
- Maintain and update the SMF's stakeholder database for use for dissemination, promotion and event invitations.
- Identify opportunities for the Research team to contribute to parliamentary inquiries, government reviews and other policymaking processes.
- Assist with the proof reading of research reports and external communications.
- Monitor developments in policy and politics for the SMF team, and use this to identify potential comment opportunities for the SMF research team.
- Assist with writing and promoting commentary and other content for the SMF website.
- Support the SMF Events team with the planning and delivery of events in Westminster and at the political Party Conferences. The latter may require some weekend work and travel, and the candidate must be available to work Autumn Party Conferences.

## What we're looking for

As an ideal candidate you will have:

- Some experience working in marketing, digital communications, political campaigns or external affairs. This can be through paid or voluntary work
- Strong skills at creating and sharing digital content for social media channels, especially infographics and other visualisations of data and complex subject matter
- Excellent IT skills
- Ability to quickly digest complex research -- including academic literature -- on a wide range of policy areas
- Strong personal organisation skills, with the ability to take responsibility of own workload to meet tight and conflicting deadlines
- Exceptional attention to detail and strong proof reading skills
- Ability to work quickly and under pressure when necessary
- A good understanding of, and keen interest in UK public policy and politics, and a commitment to the aims and objectives of the SMF

This is a new role at the SMF which will partly be defined by the successful applicant. We welcome applications from people with all professional and academic backgrounds, including – but not limited to -- those who have worked in or studied politics, communications, media and data journalism.

## Outlook

The SMF is a cross-party think-tank governed by a board of trustees that includes members of all major political parties, and non-partisan figures. This non-partisan outlook informs all of our work, which reflects our status as a charity committed to public education in public policy. We welcome applications from people of all political perspectives who are happy to put the pursuit of good policy ahead of partisanship and ideology.

## How to apply

Please send the following documents to [Director@smf.co.uk](mailto:Director@smf.co.uk), with a subject line of “Application: Impact Officer”

1 Your CV

2 A 1-page letter outlining your interest in the SMF and your suitability for the role.

### **Application deadline: 9am, Thursday 20 February**

Interviews will be held the week beginning Monday 24 February. Candidates for interview will be asked to complete a short written task.

**Process:** applications will be considered on a “name-blind” basis where staff involved in assessing application documents will not be aware of the sex or other characteristics of applicants. Please assist us in this process by omitting such identifying details from your CV and letter.

**Working pattern:** this is a full-time role but the SMF does not operate fixed working hours and encourages flexible approaches to working. If you would like to discuss flexible working patterns or other approaches to help balance work with other commitments, please mention this in your application email.