

# INDEPENDENT HIGHER EDUCATION

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| <b>Job title:</b>      | Policy and Engagement Manager (parental leave cover)                     |
| <b>Location:</b>       | Home based, with regular Central London meetings                         |
| <b>Contract:</b>       | Fixed term to August 2026  |
| <b>Hours:</b>          | Flexible, up to 35 hours per week; job share and secondments considered  |
| <b>Salary:</b>         | £35,000-38,000 per annum (full time equivalent), depending on experience |
| <b>Responsible to:</b> | Director of Policy and Development                                       |

## About:

Independent Higher Education (IHE) is the UK membership organisation and formal representative body which exists to support, develop and promote independent providers of higher education, professional training and pathways.

IHE's 89 members include household names such as the Royal Academy and Le Cordon Bleu, long established independent colleges Norland College and West Dean College of Arts and Conservation, industry leading technical institutes Futureworks and Academy of Live Technology, new providers the Dyson Institute and TEDI-London, and global education pathway providers Kaplan and Study Group.

[ihe.ac.uk](http://ihe.ac.uk)

## Purpose of the role:

The Policy and Engagement Manager is responsible for supporting and advocating for IHE Members on matters of policy and regulation, through one-to-one assistance, events, communications, meetings with key sector and government stakeholders, and research. The postholder supports the Director of Policy and Development in the formulation and delivery of IHE policy and maintaining excellent sector relationships.

## Duties and Responsibilities:

### Policy

- Work with the Director of Policy and Development to develop policy positions, leading IHE's engagement in the following policy areas:
  - Skills and apprenticeships
  - Careers and employability
  - Student and provider data/reporting
  - Finance and funding

- Draft IHE's responses to formal and informal government and sector consultations in relevant policy areas.
- Meet with key contacts in government departments and partner organisations, drafting pre-meeting briefings and post-meeting follow-up actions.
- Lead or support short or medium term projects within relevant policy areas.
- Support IHE's research into the sector including:
  - organising and facilitating focus groups
  - supporting the design and management of surveys
  - analysing qualitative and quantitative data

### **Membership engagement**

- Lead on an assigned share of our regular member networks/forums and ad-hoc member events, focus groups or special interest groups, to include:
  - identifying event topics
  - shaping agendas
  - collaborating with Chairs
  - inviting relevant speakers
  - preparing and delivering short presentations on key developments in the sector
- Manage relationships with an assigned group of IHE Members.
- Act as first point of contact for all member queries, escalating or referring issues as appropriate, and providing timely support.
- Identify consultancy needs and referring to colleagues for triage.
- Update the CRM (HubSpot) with all relevant information on IHE member institutions.

### **Communications and sector relations**

- Keep up with higher education news, including current trends and legislative and regulatory change.
- Regularly post updates on the IHE Community (members' online platform), including:
  - digesting sector news and policy and regulatory developments, translating complex information to produce accessible summaries
  - answering policy-related questions
  - posting opportunities and events that may be of interest to members
- Maintain key relationships within relevant government departments and with our strategic partners, including higher education sector bodies and membership organisations.

### **General**

- Develop an understanding of members, their activities and needs.
- Exercise a start-up mindset, including a bias for action, in all of your work – jumping in to help out colleagues when required, reacting quickly and offering ideas beyond your area of responsibility.
- Attend key events, including but not limited to the AGM and Annual Conference, and regular staff meetings held in central London.
- Undertake such other duties as may be required from time to time.

This job description is intended to provide guidelines to duties expected while in post, however it may not include everything, and will be reviewed and amended in the light of changing demands.

### **Person specification:**

#### **Essential**

- Experience of working within the higher and/or further education sectors.
- Experience of writing reports, briefings and summaries of complex documents.
- Excellent communicator, able to communicate complex concepts to a non-expert audience, adapting tone and content to different contexts and audiences.
- Experience of successfully managing and delivering projects to time.
- Ability to think creatively about policy and apply it to real world situations, coming up with solutions to problems.
- Warmth and an ability to build credibility and good working relationships with people at all levels, up to and including heads of institutions.
- Self-starting, independent and able to organise and manage own work, within agreed objectives and responsibilities.

#### **Desirable**

- Knowledge and understanding of skills and apprenticeships policy.
- Understanding of student data in a higher education context.
- Understanding of finance and funding in higher education.

#### **Other requirements**

- Independent eligibility to work in the UK for at least the next two years.
- Home working experience and adequate remote set up.
- Located within three hours of central London.

### **How to apply:**

To apply, please send the following to [jobs@ihe.ac.uk](mailto:jobs@ihe.ac.uk):

- Your CV
- A covering letter about how your skills and enthusiasms match up to this role
- Links to relevant examples of your writing (maximum 3 texts). This could be a blog, article, report or any other text that demonstrates your ability to write in a professional context.

Please note that we will not consider any applications without a covering letter.

The closing date for applications is **9am on Monday 8 September 2025**.

Interviews will take place on **Friday 12 September 2025**.

**Don't meet every single requirement?**

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. We want to build a diverse, and inclusive workplace, so if you're excited about this role but your past experience doesn't align perfectly with everything in our person specification, please do apply anyway.