

## JOB DESCRIPTION

<b>Job Title</b>	Deputy Director for work, retirement and transitions
<b>Reporting to:</b>	Director of Strategy and Partnerships
<b>Location</b>	Central London (hybrid – min. 6 days / month in the office)
<b>Hours</b>	Up to 37.5 hours / 5 days a week (flexible working arrangements supported)
<b>Salary Band/Grade</b>	Band 5
<b>Duration</b>	Permanent

### The Centre for Ageing Better

#### About the Centre for Ageing Better

Everyone has the right to a good life as they get older and our whole society benefits when people are able to age well. But far too many people face huge barriers, and as a result are living in bad housing, dealing with poverty and poor health and made to feel invisible in their communities and society.

The Centre for Ageing Better is pioneering ways to make ageing better a reality for everyone. Its key areas of work include challenging ageism and building a nationwide Age-friendly Movement, creating Age-friendly Employment and Age-friendly Homes.

We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government's What Works Network.

*We are striving to create an organisation that reflects our society and the communities we serve. A workplace where everyone feels empowered and where diversity of background and thought is celebrated. We know there is more work to be done and are committed to continuing to improve our practice around Equality, Diversity and Inclusion*

### Job Purpose

The Deputy Director for Work (DDW) will lead the Centre for Ageing Better's 'action area' related to work, transitions and retirement, leading a multidisciplinary team to deliver impactful programmes, influencing and change.

As a member of the senior management team the DDW will actively contribute to the leadership of the organisation including shaping and influencing the organisational culture, representing the organisation externally, and supporting our fundraising and business development activity.

The DDW will also provide cross-team leadership for our internal research community helping to set and maintain standards of our research activity, and support as a professional network.

## Specific duties and responsibilities

### **Manage Ageing Better's work action area:**

1. Oversee the development and delivery of programmes and activities to fulfil strategy, ensuring that programmes have a full theory of change, a roadmap of projects and an impact measurement framework
2. Oversee budgets and ensure accurate and timely reporting of programme and financial information
3. Lead the Work action area team and line manage senior managers with a range of professional expertise including research, policy, programme and relationship management
4. Develop and maintain knowledge, expertise and understanding of the external policy and stakeholder landscape
5. Represent the work action area externally to the media, conferences and public audiences, policy makers and potential funders
6. Produce blogs and other written communications, and ensure content on website is relevant, engaging and up to date
7. Responsible for developing and approving (or seeking approval for where relevant) the (planned) policy positions in relation the work action area and agreeing messaging / positions in response to (unplanned) influencing / media opportunities
8. Oversee strategic partnerships, develop and manage high-level relationships and partnership agreements, objectives and plans, and ensure mutual visibility / accountability
9. Oversee the development and delivery of the Age-friendly Employer Pledge – working closely with and supporting the Senior Manager for Age-friendly Employment, providing strategic guidance and resource prioritisation

### **As a leader in the organisation:**

10. Contribute to the leadership and management of the organisation, including working across the organisation, attending leadership team meetings, Board meetings and preparing and presenting papers to the Board as required
11. Identify funding opportunities, develop relationships, leverage professional networks and write compelling proposals, in collaboration with the Director of Fundraising and the Work team
12. Provide cross-team leadership for our internal research community helping to set and maintain standards of our research activity, and support as a professional network
13. Support the Director of Strategy and Partnerships in ensuring the effective use of resources, value for money in procurement, manage budgets effectively and ensure information is provided to support effective monitoring and management of finances and activities in the team.
14. Ensure that Ageing Better's work recognises and reflects the diversity of the ageing population and the voice of lived experience is reflected through all aspects of our work
15. Undertake any other roles or responsibilities that may be reasonably required

## Person specification

Criteria	How identified & assessed
Up-to-date knowledge of the work and employment sector and the labour market and ability to develop a deep expertise as it relates to people approaching later life (people aged 50+)	Application and interview
Significant experience of developing strategy, translating into programmes of activity, and managing their successful implementation	Application and interview
A demonstrable track record of leading policy development and using evidence to influence a wide range of stakeholders including politicians, policy makers, opinion formers, the private and voluntary sector and public services	Application and interview
Expertise in research with an understanding and experience of developing and delivering research projects using a variety of methods	Application and interview
Demonstrable ability to represent the team and wider organisation externally, building relationships, making the case for change to policy makers, the media and potential funders	Application and interview
Demonstrable ability to support the organisation's fundraising and business development activity	Application and interview
Demonstrable ability to oversee a developing, employer-facing, service delivery programme	Interview
Experience of managing multi-disciplinary teams and leading an effective, high-performing team through change	Application and interview
High intellectual capability with strong analytical skills and the ability to interpret complex information and develop clear actionable insights	Interview
Exceptional written and verbal communication skills with the ability to tailor style and approach to suit a variety of audiences and purposes	Application and interview
Understanding, knowledge and commitment to ED&I and an ability to embed this in the role through leadership, reflection and challenge where necessary	Interview
Demonstrates a strong commitment to Ageing Better's vision, mission, and values	Interview