Resolution Foundation

RESOLUTION FOUNDATION

Application Pack: Communications Manager (Maternity Cover – 12 months)

Information for Applicants



COMMUNICATIONS MANAGER (MATERNITY COVER – 12 MONTHS), RESOLUTION FOUNDATION

Overview

The Resolution Foundation is looking for a talented and committed candidate to join us on a maternity cover basis. They will contribute to the delivery of our communications and impact strategy across editorial, press and digital media, events and engagement with key stakeholders, and lead the production of our 'High Resolution' podcast.

Working closely with our core team of economic and policy experts, this role is key to ensuring the Foundation maintains our high public profile, achieves tangible impact, and reaches new audiences, as we continue to deliver an exciting plan of work at a crucial time for the economy, and for public policy.

This varied role involves working across the broad range of our work. A strong knowledge of the media landscape – from news to social media content and podcasts – and how the Foundation can communicate its research across these fields will be crucial. Excellent writing skills and knowledge of the UK's social policy environment are essential for the key task of writing, summarising and editing the Foundation's work for wider media consumption, and commenting on key political and economic trends in the UK.

The Communications Manager role would suit an individual passionate about understanding a wide range of political economy issues, and delivering wider creative content, from punchy press notices to well liked social media posts and fascinating event discussions and podcasts. The position requires the ability to be flexible, multi-task and respond proactively and with enthusiasm to fast-paced events.

The Resolution Foundation prides itself on analytical rigor and we strive to achieve standards of excellence in all our work. This commitment is matched by dedication to our core purpose, working to improve the living standards of those on low to middle incomes. These twin pillars of rigour and purpose underpin everything we do.

Some of the main terms and conditions for this post are summarised below. This summary does not form part of any subsequent employment contract.

Job title:	Communications Manager (Digital media and podcasts)
Salary:	£45,170 - £47,000 per annum
Contract:	12-months Fixed Term (Maternity Cover)
Start Date:	1 February 2027 (no later than 1 March 2027)
Location:	London SW1
Annual Leave:	30 days p.a. plus bank holidays
Notice period:	1 months
Probation period:	3 months
Working Hours:	Full-time hours are 37.5 per week. Our core hours are 10am–4pm, with flexibility around when you start and finish your day. Part-time arrangements are also available but a minimum of four days a week is required for this role.

Closing Date: 08:59 on Monday 30 November 2026

Resolution Foundation

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Our Mission

The Resolution Foundation is an independent think-tank dedicated to lifting living standards in the UK. We focus particularly on households with low and middle incomes; those on low pay or in precarious work; and those vulnerable to financial shocks. We also investigate fairness between the generations in our Intergenerational Centre.

We aim to provide rigorous analytical work, develop effective policy proposals, and use our expertise to affect direct change. We analyse the trends and outlook for living standards, including for different age groups, family types, and levels of household income and wealth, and seek to promote greater understanding of these. Our research focuses both on the specific areas of the economy that matter most for people's living standards, including work and housing; and on economic growth and productivity as the route to sustainably higher living standards. We also examine the role of government in improving living standards including through taxes, social security and public services.

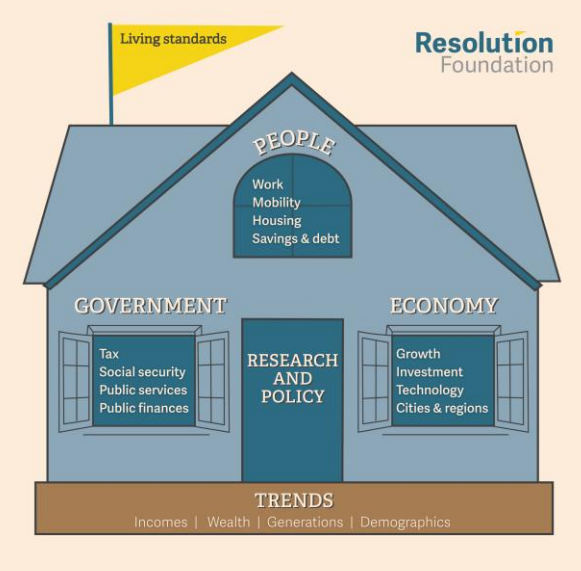
We inform public debate, alongside key decision makers in government, the private sector, and civil society. Alongside regular publications from our team on a range of policy issues, we hold a wide-ranging programme of events, hosting diverse speakers from academia, the voluntary sector and business, and regularly engage with politicians from across the political spectrum.

We maintain sector-leading research standards through a variety of methods including detailed internal quality assurance processes, peer review and external engagement on new or controversial areas of our research agenda. The conclusions of our publications are derived from the research we have undertaken, with significant counter arguments considered.

Additionally, we maintain a clear focus on well-defined topics that are material to living standards in the UK. For more details about the range of our research and policy analysis, please see our Publications page.

Our policy work has shaped the lives of millions of low and middle income households – from a higher minimum wage to greater childcare support, and the fiscal rules that will frame the government's economic choices.

The Foundation is led by Ruth Curtice (Chief Executive) and David Willetts (President) and is overseen by a board of trustees, led by its Founder, Sir Clive Cowdery. The Foundation is assisted by an advisory council drawn widely from Britain's leading academics and economists, and it occasionally partners with other organisations.



What does the role involve?

Working closely with our core team of economic and policy experts, this role is key to ensuring the Foundation maintains our high public profile, achieves tangible impact, and reaches new audiences, as we continue to deliver an exciting plan of work at a crucial time for the economy, and for public policy. Knowledge of the UK's social policy environment would be beneficial, as would specific knowledge of digital media, including video and podcast production. Another key criteria will be excellent communication skills, from writing to the ability to create engaging social media outputs.

Due to the nature of this position, some out of hours work will be required, for which time off in lieu is available, as appropriate. This is a temporary maternity cover role based at our Westminster office. We welcome applications for full-time or part-time hours, with a minimum of four days a week required.

Job description

Main duties and responsibilities

Oversee the production of the Foundation's 'High Resolution' podcast, including:

- Oversee planning strategy for episodes, including priority topics and speakers.
- Book guests and prepare podcast scripts.
- Oversee the production, recording and editing of the podcast, as well as disseminating episodes and highlight clips to our audience.
- Improve the quality and reach of the podcast across the Foundation's key audiences.

Support the dissemination of the Foundation's digital media strategy, including:

- Deliver social media outputs that promote and increase the Foundation's online presence, ensuring RF is learning from and leading the field, and helps to shape political and economic debates.
- Develop new and effective forms of digital communication, including videos, animations, infographics and research summaries.
- Oversee the day-to-day running of RF digital channels (X, Bluesky, Substack, LinkedIn and YouTube) and advise staff on their own output.

Promote the Foundation's work direct to the media, including:

- Writing press releases, selling-in stories and dealing with media enquiries;
- Assisting the Director of Communications deliver the Foundation's communications plan
- Oversee monitoring of media coverage, and draft summary reports for both funders, trustees and internal communication.

Develop and deliver the full suite of RF communication outputs, including:

- Oversee on-the-day management of the RF Westminster-based events programme, and run RF regional events alongside colleagues.
- Use Adobe InDesign to edit and publish Foundation reports (with help and direction from colleagues).
- Oversee the day-to-day running of RF digital channels, including the creation of videos, animations, infographics and research summaries.

Any other duties as deemed reasonable by the Director of Communications

The Foundation is a small team and staff members support each other, work flexibly, and share cross-organisational work in addition to fulfilling individual responsibilities.

What kind of person are we looking for?

The Communications Manager role would suit an individual who is passionate about ensuring that the Foundation's work carries real impact among policy makers, can deliver creative content, and is able to work with organisations and leaders across politics and business to deliver real change.

It would particularly suit someone who wants to expand the quality and reach of our recently launched podcast, and who is keen to be convert powerful research and policy work into engaging digital media content.

We are a fast-paced organisation, currently focused on responding to the cost of living crisis driven by conflict in the Middle East, as well as contributing to crucial longer-term public policy debates from supporting young people into employment or training, to boosting investment and understanding the impacts of AI on the labour market. This role requires the ability to be flexible and respond proactively. The capability to work at pace, on a number of different projects is also essential. The ideal candidate will also be comfortable working collaboratively with a wide range of stakeholders from academia, government, industry, and the broader research community.

Person specification

The essential requirements are:

- Knowledge and experience of audio-visual production, including podcasts, and wider
- digital communication, including content creation
- Clear, fluent and concise oral and written communication skills
- The ability to edit complex economic material and a close attention to detail
- An excellent understanding of UK politics, and social and economic policy
- A professional manner and the ability to deal confidently with a range of external stakeholders
- A creative ability to contribute new thinking on how best to communicate the Foundation's work
- A commitment to the Resolution Foundation's core mission

Desirable characteristics:

- Experience of writing articles and/or comment pieces
- A good understanding of the media and communications
- Familiarity with Adobe software, including InDesign, Premiere Pro, Audition, After Effects and Illustrator

Why join us?

Our Westminster office puts you at the heart of the policy world. We pride ourselves on our reputation for analytical rigour and we strive to achieve standards of excellence in all our work. This commitment is matched by dedication to our core purpose, working to improve the living standards of those on low and middle incomes. These twin pillars of rigour and purpose inform our culture and underpin everything we do.

We offer a competitive benefits package including a generous annual leave allowance (30 days p.a. plus bank holidays) and all the standard employee benefits, including interest free season ticket loans, access to an Employee Assistance Programme, and a tax-free cycle scheme. We also offer a range of occupational family friendly policies.

Investing in our team is a priority for us and we work hard to ensure each employee feels valued, respected and able to give their best. We use formal training (including personal training budgets and support with formal qualifications where appropriate), on-the-job learning and mentoring from colleagues to actively develop the skills and reputations of all our team. We also provide opportunities for engagement with senior figures across government, media and academia.

There are also soft benefits included in a role at the Foundation. In addition to the career development opportunities available, the benefits that come from our ethos and style of working are significant drivers for those of us who work here. Above all, you'd be joining a small, collaborative team all committed to our shared goal of producing high quality work that impacts policies affecting millions of households across the UK.

Diversity and Inclusion

The Foundation recognises the lack of diversity in economics and the policy making sector and works to address this through implementing and promoting best practice in internal policies and procedures, and through devising and supporting sector wide initiatives promoting careers in economics and think tanks to underrepresented groups.

We recognise the value of diversity and that actively promoting a culture of inclusion and equality is vital to our success. We aim to ensure both that our workforce is representative of all sections of society and that each employee feels valued, respected and able to give of their best, and we draw upon a range of tools to ensure our internal practices support these aims including:

- The Applied recruitment platform which was created by the Behavioural Insights Team to reduce unconscious bias in the selection process.
- Pre-application positive action initiatives targeting groups under-represented in the world of policy making.
- Paid training opportunities for postgraduate students from under-represented groups to learn new skills from our in-house experts.
- Summer work experience schemes and other outreach initiatives targeted at schools with a high percentage of low and middle income families.

We actively seek to attract a diverse workforce and welcome expressions of interest from all under-represented communities and groups and particularly welcome candidates with lived experience of life on a low to middle income. We are happy to make reasonable adjustments to accommodate specific needs, so please do contact us at recruitment@resolutionfoundation.org if you would like to speak to someone about your requirements.

How to Apply

Resolution Foundation uses an online application platform for all our roles. Developed by the Behavioural Insights Team, Be Applied is designed to eliminate unconscious bias in the recruitment process. If you would like to apply, please visit: https://app.beapplied.com/apply/ujzrzqbsj4

The application process has two stages.

I. About you: The platform will ask you for some personal details and to upload your CV. The work-place based scenario questions are assessed blind without sight of your personal details and CV.

II. Application Questions: You will be asked to complete four application questions covering the skills and experience needed for the role. You will be marked against the essential requirements of the job description. Each question has a 250-word limit and you will have the opportunity to amend these sections before submitting your application.

N.B. Each of your answers will be reviewed separately. This means the person reviewing your answer to question 2 may not have access to your answer to question 1, and so on. Therefore, do not refer in one answer to what you have written in another (e.g. avoid using phrases like "as explained above"). If it is relevant, explain again in full.

If you would like to speak to someone in confidence about the role, before applying, please contact sharmina.khanam@resolutionfoundation.org.

Information for Applicants

Closing Date:	To be considered for this opportunity, please ensure you submit your application by **08:59am on Monday 30 November 2026.**
Interviews:	Shortlisted applicants will be contacted as soon as possible after the closing date. We expect to hold first-round interviews on Thursday 10 December 2026, with second-round interviews w/c 14 December. Please let us know if you have any specific requirements so we can make any necessary reasonable adjustments in advance.
Financial Assistance:	Assistance for interview expenses may be provided subject to agreement in advance. If you are invited to attend an interview and would like to be reimbursed for travel expenses, please let us know when confirming your attendance. We are unable to cover international travel expenses but can offer virtual interviews instead.
Office-Based and Remote Working:	The Foundation's office is based in Westminster with home working available two days per week, normally Wednesday and Friday, subject to organisational requirements. If you have any health concerns that may impact your working arrangements or queries about caring responsibilities, please contact sharmina.khanam@resolutionfoundation.org.
Equal Opportunities Monitoring:	In line with our determination to attract a diverse workforce, we constantly review our recruitment procedures. To help with this, we would be grateful if you would also complete the equal opportunities monitoring form provided on the application platform. Any information you provide is collated anonymously and used solely to track the effectiveness of our recruitment campaign.
Privacy notice for job applicants:	For full details on how we process your personal data, please see our privacy notice for job applicants which can be found on the Opportunities page on our website.