

## **Pensions Policy Institute Trustee (Voluntary) Advertisement**

**Are you passionate about improving later life outcomes?**

**Do you want to be involved with an institute that strives to facilitate these improvements?**

**Do you want to actively support shaping better policy?**

If you have answered yes to these questions, then apply to join us and we can provide you with the opportunity to work towards these aims. We believe that high quality information and understanding will lead to a more effective policy framework and a better provision of retirement income for all. Our mission is to promote informed, evidence-based policies and decisions for financial provision in later life through independent, impartial research and analysis.

We are a registered charity, and we are looking for a new trustee to fill the current vacancy.

A trustee is a volunteer who shares responsibility for ensuring the institute is working effectively and within the law.

The Board meets quarterly in addition to an Annual General Meeting (AGM) and an annual strategy meeting. You are likely to be asked to serve on one of our committees which also meet regularly throughout the year. The time commitment is expected to be one day per month on average. The initial term of appointment is three years, with a maximum of three terms.

We have recently completed a strategic review, so it is an exciting time to join us. Further details are included in the attached pack.

If you would like to volunteer your time for a relatively small, highly respected organisation, we would like to hear from you. We particularly welcome applications from anyone at any point in their career who:

- Is actively involved in conducting academic research or teaching in a higher education institution in a relevant field such as (but not limited to) pensions policy, pensions economics, social policy, gerontology, income/living standards/inequality, behavioural finance, consumer behaviour (a Professor, Research Fellow for example);

OR

- Has a good overview of the academic and non-commercial research funding landscape and/or research development (e.g. someone working in professional services in a higher education institution or at a social science research council or foundation) in order to help the PPI better identify and pursue relevant opportunities to apply for grant funding, either as the lead organisation or collaboratively with others.

We are keen to have a diverse range of skills and outlooks on the Board and welcome interest from people of all ages, backgrounds, and communities (aged 18 and above). Previous Trustee experience is not essential; you will be supported by our executive team and learn more about the role over time.

### **About the PPI**

The Pensions Policy Institute (PPI) is an independent research institute established in 2001 to help improve later life outcomes by providing evidence to shape policy. We provide fact-based evidence to inform policy discussions on pensions and retirement income provision. We have a proven track

record in analysing future trends within the policy landscape including social, economic, technological, and demographic changes.

While there is never a single direct link between any one research institute and policy changes made by government, for over twenty years the Pensions Policy Institute (PPI) has been at the forefront of shaping evidence-based pensions policy and has been influential in policy developments covering a multitude of areas including, single tier pensions, automatic enrolment, freedom and choice, Collective Defined Contribution schemes, the under-pensioned, women and pensions, tax relief and ESG. The work the Institute undertakes is highly respected within many areas, including, Parliament, The Regulator, Government, industry, and academia.

The scale and scope of policy change creates even more need for objective and evidence-based analysis. We remain committed to our vision “better informed policies and decisions that improve later life outcomes” which supported by our mission “to promote evidence-based policies and decisions for financial provision in later life through independent research and analysis” underpins all activities undertaken by the Institute.

We have recently completed a strategic review and identified that our research plays a key role in the agenda setting and policy formulation areas of the policy cycle. Our voice is heard through this research, but we could improve the level of dissemination. The Board has agreed to adopt a six-year strategy to amplify the PPI’s voice to cement our position as the UK’s pensions experts. The aim is to increase our profile and further enhance our stakeholder relations resulting in better-informed policies and decisions that improve later life outcomes. Implementing this strategy will impact the way we work, what we produce and how we share it. It is an exciting time for us.

In the last twelve months, we have informed the policy debate around many areas within our industry including: topics related to the General Election 2024, what effective engagement looks like, the impact of a Lifetime Provider Model, how the current UK pensions system supports positive later life outcomes, how retirement planning has transformed over the past 50 years, collective defined contribution in collaboration with Kings College London and two new outputs from our PPI Digests Series following the 2024 Budget and Mansion House speech. The research can be found on the PPI website in our **Research Library**.

Our Governors are the voting members of the charitable company, and they have a fiduciary duty to the PPI’s objects and are responsible for preserving its independence and impartiality and ensuring that no interest group exerts undue influence on its work. There are around 100 Governors, who have been appointed on individual merit.

The Board of Trustees is a subset of the Governor body and Trustees are appointed by the Governors. Trustees are also directors of the Institute for the purposes of company law. There are four Committees of the Board with their own Terms of References (Finance, Audit and Risk Committee, External Relations Committee, Governance and Nominations Committee and the Remuneration Committee).

Our office is in Central London and currently facilitates a mixture of virtual and in-person meetings. The post of Trustee is a voluntary unpaid appointment. Reasonable expenses on official PPI business will be reimbursed.

Closing date for applications 28 March 2025

Please see the recruitment pack for more details. If you would like to have an informal conversation about the role, please contact Maritha Lightbourne via email [recruitment@pensionspolicyinstitute.org.uk](mailto:recruitment@pensionspolicyinstitute.org.uk). For further information about the Pensions Policy Institute visit [www.pensionspolicyinstitute.org.uk](http://www.pensionspolicyinstitute.org.uk).

## Pensions Policy Institute Trustee (Voluntary) Recruitment Pack

### Trustee Person Specification

We are looking for individuals with honesty and integrity, who align with our values and are willing to devote the necessary time and effort to the duties of a Trustee. We seek to increase the diversity, collective skills, and experience of the Board. You will have many of the characteristics below, and a willingness to learn those that are new to you.

#### Qualities

- A commitment to the PPI's vision and mission.
- Exhibit good inter-personal and relationship building abilities.
- Ability to foster and promote a collaborative team environment.
- Comfortable in an ambassadorial role.
- Understanding of the legal responsibilities and liabilities of a Trustee.
- A commitment to diversity and inclusion.

#### Experience

- Promoting the interests of an organisation through networking and public speaking.
- Conducting academic research or teaching in a higher education institution in a relevant field.
- Research development.

#### Knowledge

- Understanding of a research organisation.
- Understanding of pensions policy, pensions economics, financial services industry, social policy, gerontology, income/living standards/inequality, behavioural finance, consumer behaviour.
- Understanding of Charity/Corporate governance.
- A good overview of the academic and non-commercial research funding landscape.

We are keen to have a diverse range of skills and outlooks on the Board and welcome interest from people of all ages, backgrounds, and communities (aged 18 and above). Previous trustee experience is not essential as you will be supported.

Any significant political affiliations or other conflicts of interest could compromise the independent nature of the PPI's work. An affiliation would not automatically rule out any candidate but would need to be declared at the earliest opportunity.

## Trustee Responsibilities

Trustees are appointed by the Governors. Trustees are known as trustees for the purposes of Charity Law and directors of the Institute for the purposes of company law.

The time commitment is expected to be about one day a month, including active participation and attendance at Board meetings, Committee meetings, attending PPI functions, acting as a Review Board member for PPI publications on occasion, speaking in support of the PPI and acting as “ambassador”.

### Overall purpose

- The Board is collectively responsible for overseeing the management of the PPI.

### General duties within charity law:

- To ensure the charity is carrying out its purposes for the public benefit
- To comply with the charity’s governing documents and the law
- To act in the charity’s best interests
- To manage the charity’s resources responsibly
- To act with reasonable care and skill
- To ensure the charity is accountable

Click <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3> to read more information on your responsibilities as a trustee.

### General duties under the Companies Act 2006:

- To promote the success of the company
- To exercise independent judgement
- To exercise reasonable care, skill and diligence
- To avoid conflicts of interest (a conflict situation)
- Not accept benefits from third parties offered by reason of being a director
- To declare interests in proposed or existing transactions or arrangements with the company

Click <https://www.gov.uk/guidance/being-a-company-director> to read more information on your responsibilities as a director.

Trustees do not represent any particular interest on the Board but are expected to act in what they think are the best interests of the PPI.

### Length of service

Trustees can serve for a maximum of three terms. The three terms are made up of three or four years depending on rotation.

## **PPI Board and Executive Mutual Expectations**

### **The PPI Board and Executives will:**

1. In all discussions and deliberations, make the links to the PPI's purpose clear.
2. Clarify the ownership of tasks and the roles everyone will play.
3. Prepare for meetings – papers will be prepared, circulated and read in advance and relevant points raised for clarification.
4. Encourage everyone to have a voice regardless of background.
5. Make every effort to attend all formal Board meetings (preferably in-person), formal Committee meetings (virtual) and any special meeting (AGM), giving apologies ahead of time if unable to attend, and provide comments / input for the meeting.
6. Make reasonable effort to attend PPI events throughout the year.
7. Be selective – make points, mindful of time, which are relevant to the purpose/agenda.
8. Be actively present and listening.
9. Delegate well between meetings, respecting agreed roles.
10. Abide by decisions and agreed responsibilities.
11. Help Executives think strategically.

### **The Chair(s) will:**

12. Act to bring in the relevant expertise of individual Trustees, Executives and others where appropriate.

### **The Executives will:**

13. Support clear governance – understand roles so that recommendations are clear and relevant.
14. Understand the value Trustees can add and use expertise inside and outside meetings.
15. Keep papers concise, relevant, timely and the purpose clear.
16. Push back when Trustees act in an executive capacity – being candid and honest.

## Trustee Application and interview process

The Institute is based in Central London. If you would like to discuss this opportunity before applying, please contact Maritha Lightbourne, [recruitment@pensionspolicyinstitute.org.uk](mailto:recruitment@pensionspolicyinstitute.org.uk).

1. Please send a full CV with a covering letter that clearly sets out how you consider your skills and experience match the Trustee Responsibilities and Person Specification and outline why you think you are suitable for this position. We can accept videos or recordings for those who have difficulties typing.

Send to arrive no later than **28 March 2025** to:

Maritha Lightbourne - [recruitment@pensionspolicyinstitute.org.uk](mailto:recruitment@pensionspolicyinstitute.org.uk):

2. Candidates will be shortlisted during April 2025 and notified if they have been shortlisted as soon as possible. Those who are shortlisted will be asked to complete a short skills survey.
3. Informal interviews are expected to be held virtually with candidates during April 2025.
4. It is hoped for a formal offer to be made by the end of May 2025.
5. The new trustee appointment will begin in June 2025, but the Board may invite the candidates to join the Board before then (this will be discussed during interview).

The post of Trustee is a voluntary unpaid appointment. Reasonable expenses on official PPI business will be reimbursed.

## About the PPI



We do not lobby for any particular policy or take politically influenced views. Our research is most relevant at the policy-making level, nevertheless we play a role in raising wider understanding of pensions and retirement income provision.

Our publications are accessible free of charge via the PPI website and our social media platforms.

### Our Impact

While there is never a single direct link between any one research institute and policy changes made by government, for over twenty years the Pensions Policy Institute (PPI) has been at the forefront of shaping evidence-based pensions policy and has been influential in policy developments covering a multitude of areas including, single tier pensions, automatic enrolment, freedom and choice, Collective Defined Contribution schemes, the under-pensioned, women and pensions, tax relief and ESG. The work the Institute undertakes is highly respected within many areas, including, Parliament, The Regulator, Government, industry, and academia.

The scale and scope of policy change creates even more need for objective and evidence-based analysis. We remain committed to our vision “better informed policies and decisions that improve later life outcomes” which supported by our mission “to promote evidence-based policies and decisions for financial provision in later life through independent research and analysis” underpins all activities undertaken by the Institute.

### Recent developments

We have recently completed a strategic review and identified that our research plays a key role in the agenda setting and policy formulation areas of the policy cycle. Our voice is heard through this research, but we could improve the level of dissemination. The Board has agreed to adopt a six-year strategy to amplify the PPI’s voice to cement our position as the UK’s pensions experts. This will increase our profile and support our future competitive position. Implementing this strategy will impact the way we work, what we produce and how we share it. It is an exciting time for us.

In the last twelve months, we have informed the policy debate around many areas within our industry including: topics related to the General Election 2024, what effective engagement looks like, the impact of a Lifetime Provider Model, how the current UK pensions system supports positive later life outcomes, how retirement planning has transformed over the past 50 years, collective defined contribution in collaboration with Kings College London and two new outputs from our PPI Digests Series following the 2024 Budget and Mansion House speech. The research can be found on the PPI website in our [Research Library](#).

We also have recurring research projects:

**[The DC Future Book:](#)** This award-winning annual publication sets out available data on the Defined Contribution landscape alongside commentary, analysis and projections for future trends. The series has been produced in association with Columbia Threadneedle since 2015.

**[The Underpensioned Series:](#)** The PPI's Underpensioned research began twenty years ago with a report launched in November 2003. Since this time, we have continued to build upon the influential work in this important area. This series has been sponsored by now:pensions since 2020.

**[The PPI UK Pensions Framework,](#)** in association with Aviva, is an innovative project that tracks how the UK pension system is performing against a set of core objectives, which overall determine the financial security that people have in later life.

**[Lost Pensions:](#)** Originally published in 2018 and repeated in 2022 and 2024 this research looks at the scale and impact of lost pensions. It is now a highly anticipated report and coincides with National Pension Tracing Day. The research was supported by The Pay Yourself Some Attention Campaign (the ABI and Pension and Lifetime Savings Association).

**[Asset Allocation Series:](#)** We launched a series of research showing how pension scheme asset allocation changes over time, and why. The 2024 series included two deep dives into infrastructure and alternatives. The series has been sponsored by the ABI, Columbia Threadneedle Investments, Phoenix, the Pension and Lifetime Savings Association and the World Gold Council.

## Governance

The PPI is a company limited by guarantee and a registered charity. The PPI objects are:

"The Institute is established for the advancement of education for the benefit of the public by promotion, on a non-political basis, of the study of, and the dissemination of the useful results of the study of, pensions and other provision for retirement and old age, and the economic and social effects and influences of existing arrangements and possible changes to them."

The Memorandum and Articles of Association set out the PPI's structure which aims to ensure its independence, effectiveness and protect its integrity.

The PPI's Governors, the voting members of the company, have a fiduciary duty to the PPI's objects and are responsible for preserving its independence and impartiality and ensuring that no interest group exerts undue influence on its work. There are around 100 Governors, who have been appointed on individual merit. We have recently launched a Governor programme which formalises the interaction Governors have with the PPI.

The Board is a subset of the Governor body and Trustees are appointed by the Governors. Trustees are also directors of the Institute for the purposes of company law. The Board meets quarterly and there are four Committees with their own Terms of References (Finance, Audit and Risk, External Relations, Governance and Nominations and Remuneration).

### **Funding**

We are funded by membership subscriptions, earned income (sponsored research or speaker/event fees), grants, and voluntary donations. The balance and diversity of our income is not only essential for the ongoing viability of the PPI but is also important to ensuring the PPI's independence and impartiality.

### **Diversity and Inclusion**

The PPI recognises and promotes the values of diversity and inclusion as fundamental to all our policies and practices. Everyone is different and has something unique to offer. The PPI wants to respect and understand these differences and to make the most of everyone's background, talents and abilities. The PPI is committed to promoting an inclusive environment where all can be themselves, are valued for their differences, and are supported to work at their best. We therefore aim to ensure that the values of inclusiveness, diversity and respect for all are embedded into everything that we do. This includes identifying policy initiatives which are likely to reduce inequalities in the UK Pension system.

We are proud to pledge our support to GAIN – Group for Autism, Insurance, Investment and Neurodiversity and the 10,000 Interns initiative to help transform diversity in the industry as well as in the workplace.

For further information about the PPI please visit our website: [www.pensionspolicyinstitute.org.uk](http://www.pensionspolicyinstitute.org.uk) and our latest [Annual Report](#)