

Money and Mental Health Policy Institute

Job Description and Person Specification: Internship

About us

People with mental health problems are three times as likely to be in problem debt: we're here to change that. Money and Mental Health is an independent research charity, committed to breaking the link between financial difficulty and mental health problems. We conduct research, develop practical policy solutions and work in partnership with both those providing services and those using them to find what really works.

Job description

We are now looking for an ambitious, enthusiastic person with a demonstrable interest in mental health, policy, financial services or campaigning to take on a six month internship at the Institute. This is a fixed-term, training position.

The successful candidate will have the unique opportunity to get hands on experience working across the three main teams at Money and Mental Health. Set up by Martin Lewis, of MoneySavingExpert in spring 2016, we are a small dynamic organisation that works flexibly and intensively across a range of policy areas. During our first year we have worked tirelessly to drive our research into both headlines and boardrooms, and are excited to grow the team.

As part of the team you will have the opportunity to contribute to the overall direction and the day-to-day functioning of the organisation. We can also promise a concerted and systematic focus on your own learning and professional development.

Examples of activities across the three teams:

Research and policy

- Conducting research and drafting policy papers. You will be personally credited for any projects that you contribute to
- Writing blog posts for our website and external organisations
- Representing the organisation at the Institute's own and external events
- Identifying and putting forward proposals for research and policy, to contribute to the Institute's strategic objectives

Communications and events

- Political and media monitoring
- Drafting social media and newsletter content
- Liaising with external organisations to organise speaking engagements
- Maintaining and updating the press and media contact database
- Assisting the team with planning and running events
- Managing and updating content on the website

Operations

- Organisational administration
- Organising team and external expenses
- Maintaining office supplies
- Assisting the Head of Operations with managing the sustainability of the Institute
- Assisting with compliance operations and due diligence

Person specification

We do not have minimum expectations in terms of professional experience or subject matter expertise - above all, we're looking for a candidate with excellent verbal and written communication skills, intellectual curiosity and an analytical mindset. A passion for improving lives is the biggest pre-requisite.

Essential characteristics:

- Relevant undergraduate degree or equivalent experience: applicant need not be a recent graduate
- Mathematical literacy: comfortable using and interpreting data
- Confident written and verbal communication skills: comfortable writing for a range of audiences
- An ability to provide appropriate attention to detail within the big picture context
- Hard working and committed, taking direct ownership of issues and seeing matters through
- Demonstrable interest in mental health and other key issues on which the Institute works

Terms and conditions

- Closing date is 14 June. Interviews will be held 19/20 June.
- Salary: London living wage - £9.75 per hour
- Hours: 37.5 hours per week
- Reporting to: Head of External Affairs
- Duration: 6 months fixed term contract
- Location: Central London office
- Pension: opportunity to be enrolled in the work pension scheme

We operate a flexible working culture. Within reason, and upon agreement from management, employees are free to work from home and to distribute their working hours across the week as they see fit.

We are an equal opportunities employer and welcome applications from all, including those with lived experience of a mental health condition.



MONEY AND
MENTAL HEALTH
POLICY INSTITUTE

How to apply

If you are interested in this position please apply by email to contact@moneyandmentalhealth.org. Please send:

- a CV
- a covering letter
- an equality and diversity monitoring form (available to download from our website)