



Money and Mental Health Policy Institute

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. 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 two years we have worked tirelessly to drive our research into both headlines and boardrooms, and are excited about the latest addition to the team.

Job Description: Communications and Events Officer

We are looking for an ambitious, enthusiastic person with a demonstrable interest in mental health, policy, financial services or campaigning to join our External Affairs team.

This role is a vital part of our team, helping us to achieve impact with our research through campaigning, media work, our busy event series and building our profile. As part of the team you will have the opportunity to contribute to both the overall direction and the day-to-day functioning of the organisation. We can also promise a focus on your own learning and professional development. We are a fast-moving, small organisation, looking for someone with enthusiasm, commitment and a willingness to give things a go - rather than necessarily someone with significant prior experience across every part of the role.

Objectives of post:

- Managing our social media channels, website and newsletter on a day-to-day basis
- Managing our blog, sourcing content, editing external blogs and drafting copy
- Carrying out simple design work, including creating graphics for social media
- Working with the Head of External Affairs to develop press releases, draft quotes and liaise with journalists as necessary
- Managing a communications forward planning system
- Supporting with the planning and delivery of a programme of events, including liaising with speakers, sourcing venues, promoting the events and managing attendee lists
- Liaising with external suppliers, e.g. designers, printers and event venues
- Recruiting and supporting media case studies to share their personal stories in a sensitive and professional manner
- Assisting with other communications tasks as required and contributing to the wider work of the Institute

- Contributing to the operational success of the Institute by assisting the Director and Head of External Affairs with administrative and organisational duties as necessary, including through supporting the work and professional development of junior team members.

Essential characteristics:

- Relevant undergraduate degree or equivalent experience
- Experience of working professionally in a communications role
- Excellent written and verbal communication skills, including the ability to tell a clear story and develop content for a variety of different audiences
- Experience of using digital communication tools and channels, including social media sites and Wordpress
- Experience of working with people in difficult circumstances, showing empathy and sensitivity
- A willingness to step out of your comfort zone, try new things, and ask for help when needed
- Experience of organising events and an understanding of how to use them to engage people
- Hard working and committed, taking direct ownership of work and seeing things through
- Organised and able to manage a busy to do list
- Demonstrable interest in mental health and other key issues on which the Institute works

Reporting to: Head of External Affairs

Staff supervised: None

Terms and Conditions

- Salary: £27,500
- Location: Central London office
- Hours: 37.5 hrs per week
- Contract type: permanent with a three-month probation period
- Holidays: 25 days p.a. plus bank holidays (but including 3 days of annual leave between Christmas and New Year when the office will be closed).
- Pension: opportunity to be enrolled in the work pension scheme (subject to meeting standard auto-enrollment qualifying criteria)

We operate a flexible working culture. Within reason, and upon agreement from management, employees are free to distribute their working hours across the week as they see fit and to work from home. We are an equal opportunities employer and welcome applications from all, including

those with lived experience of mental health problems and other under-represented groups. Job shares will be considered, and we are happy to discuss any reasonable adjustments individuals may require in the recruitment process or once in post.

How to apply

If you are interested in this position please apply by email to contact@moneyandmentalhealth.org by midnight on 29 July. Please send:

- a CV (no more than two sides of A4 in no smaller than size 11 font), including two references - references will not be contacted without prior permission
- a covering letter (no more than one side of A4 in no smaller than size 11 font)
- [an equality and diversity monitoring form](#)

Please ensure that all documents are sent in pdf format. Documents in another format will not be accepted.

The [equality and diversity monitoring form](#) is voluntary and will be immediately separated from your application; this will not be reviewed as part of the application process. Please do not put your name or any personally identifying information on this form.

If you wish to request any reasonable adjustments to be made to the recruitment process, please do so separately from this form.