

External Affairs Intern - job description

About us

People with mental health problems are more than 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. Set up in 2016 by Martin Lewis, MoneySavingExpert, 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 looking for an ambitious, enthusiastic person with a demonstrable interest in mental health, campaigning and communications to join the Institute's External Affairs team on a six month internship. This is a fixed-term, training position.

The successful candidate will have a unique opportunity to gain hands-on experience of all aspects of our external affairs work, from our public affairs and campaigning activities to our social media, digital content and events.

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 team:

- Researching and drafting copy for a range of communication channels, including the website and e-newsletters
- Political and media monitoring, including updating the team on parliamentary activity
- Assisting with public affairs activity, drafting letters to MPs, arranging and attending meetings
- Writing blogs for our website about a range of topics
- Supporting with the management of a communications forward planning system
- Helping oversee our social media channels and generating content
- Supporting with management of the website, including uploading and editing content
- Researching, maintaining and updating contact lists, including press distribution lists, stakeholder lists and e-newsletter recipient lists
- Assisting with events, including liaising with attendees, sourcing venues, promoting the events and managing attendee lists
- Liaising with external suppliers, e.g. designers, printers and event venues



- Contributing to the operational success of the Institute by assisting the team with administrative and organisational duties as necessary (e.g. maintaining office supplies and processing purchases)

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 prerequisite.

Essential characteristics:

- Relevant undergraduate degree or equivalent experience: applicant need not be a recent graduate
- Confident written and verbal communication skills: comfortable writing for a range of audiences and tailoring style and content appropriately
- Understanding of a range of different communication channels and how to use them to reach different audiences effectively
- An ability to provide appropriate attention to detail
- An empathetic and sensitive approach to working with people sharing their personal experiences, or who are in distress
- 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
- Either experienced in using a range of digital tools, or enthusiastic about learning

Terms and conditions

- Closing date is midnight on **24 June**. Interviews will be held on **2-3 July**.
- Salary: London living wage - **£10.55 per hour**
- Hours: **37.5 hours per week**
- Reporting to: Head of External Affairs
- Duration: Six months fixed term contract (from 29 July 2019 to 31 January 2020)
- Location: Central London office
- Pension: opportunity to be enrolled in the work pension scheme (subject to meeting standard auto-enrollment qualifying criteria)
- Holidays: 15.5 days over the period of the fixed-term contract (including Dec 26, 27 and 31) plus bank holidays.



We operate a flexible working culture. Within reason, and upon agreement from management, employees are free to change their working hours. We are an equal opportunities and [Mindful employer](#), and welcome applications from all - including those with lived experience of a mental health condition.

How to apply

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