



Money and Mental Health Policy Institute - Head of Research and Policy

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 first three years we have worked tirelessly to drive real change in the essential services industries, in policy and in the health system, and are excited about what we can achieve with the latest addition to the team.

The role

We are looking for a creative, insightful and passionate person with a demonstrable track record of leading policy research to form a key part of our Senior Management Team. This is a vital role for the organisation, setting our research agenda, maintaining our reputation for quality, ensuring people's lived experiences remain at the heart of the organisation and developing thoughtful policy recommendations that create impact.

The successful candidate will have the intellectual curiosity and dynamism to lead a multi-disciplinary team capable of conducting research across the full spectrum of our interests. They will work with the rest of the Senior Management Team to shape the future of the organisation, as well as building a strong network of effective relationships that can help us to drive real change.

Job description

Research and Policy

- Lead the organisation's policy direction, maintaining a consistent voice and developing effective policy recommendations
- Design and lead effective research projects which contribute to the delivery of the organisation's strategy
- Lead the research team to produce a wide range of written outputs including high-quality, well-targeted reports, policy notes, consultation responses and online content and edit others' written outputs
- Manage multiple projects concurrently, including, where relevant, maintaining good relationships with external funders
- Maintain and develop internal systems and processes to ensure quality control of research and policy outputs

- Maintain and grow the charity's Research Community ensuring the voice of lived experience is at the heart of our work
- Take lead responsibility for research ethics and managing risks of research projects to participants and staff.

Team development

- Manage a small and high performing team, with a focus on professional development
- Recruit and retain staff
- Work as part of the Senior Management Team to maintain a positive culture which motivates all staff and contractors, where their wellbeing is cared for, their voice is valued and they are enabled to deliver work to a high standard.

Strategy and leadership

- Develop and oversee the organisation's annual research programme
- Work closely with others to develop proposals for research that can be funded by external parties
- Manage the research and policy budget, demonstrating sound judgement and risk management
- Form a key part of the Senior Management Team of a small and dynamic organisation, helping to shape the future direction of the charity
- Build and maintain an effective network of relationships, including within essential services, central government, mental health, regulators and the wider charitable sector
- Act as an effective spokesperson for the charity at events and in the media
- Evaluate progress against the organisation's strategy.

Person specification

The candidate should have a strong commitment to tackling the link between mental health and money problems. This is a senior role, suitable for a candidate with significant demonstrable experience in a related field, as well as meeting the following criteria:

- Intellectual curiosity, the ability to think creatively and develop innovative policy and practice solutions
- Exceptional skills in qualitative and quantitative research
- Reliable and confident project management abilities
- Confidence commissioning and managing external researchers, and working with multiple stakeholders to deliver projects
- Exceptional written communication skills, including constructing compelling narratives
- Knowledge of at least some of the areas in which Money and Mental Health works, including mental health, essential services (energy, water, telecoms and financial services), income, employment and social welfare policy, consumer finance
- Political nous and an understanding of policy-making processes
- The ability to think, plan and act strategically and make decisions



- The skills and emotional intelligence to recruit and develop talented people
- The confidence and skills to work collaboratively and delegate effectively
- Effective risk management and quality control
- The ability to develop successful funding bids and sponsorship proposals
- Polished communication and presentational skills
- The ability to develop and maintain strong networks with senior stakeholders
- Reliable and clear budget management.

Terms and Conditions

- **Reporting to:** CEO
- **Staff supervised:** A small team of researchers
- **Annual Gross Salary:** £55k
- **Location:** Money and Mental Health's central London office. The role will require some travel
- **Hours:** Full time
- **Contract type:** Permanent with a three month probation period
- **Holidays:** 28 days p.a. (including 3 days of annual leave between Christmas and New Year when the office is closed) plus bank holidays
- **Pension:** Opportunity to be enrolled in the work pension scheme (subject to meeting standard auto-enrollment qualifying criteria). After auto-enrollment the charity will make a monthly contribution to the scheme equivalent to 5.5% of the monthly gross salary you receive, subject to you making a minimum contribution of 2.5% of the monthly gross salary you receive.
- **Other benefits:**
 - The charity provides both enhanced maternity and paternity pay at an equal rate. All employees who qualify for Statutory Maternity/Paternity Leave and Statutory Maternity/Paternity Pay receive 90% of their earnings for the first 12 weeks of leave (subject to terms)
 - 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 18 November**. Interviews will take place on the **2nd December**. To apply, please send:



MONEY AND
MENTAL HEALTH
POLICY INSTITUTE

- a CV including two references - references will not be contacted without prior permission
- a covering letter
- [an equality and diversity monitoring form](#) (optional).

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.