

## External Affairs Intern - job description

### About us

People with mental health problems are three and a half 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 our website and e-newsletters
- Political, media and policy 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 virtual events and webinars - including liaising with attendees, promoting the events and managing attendee lists

- Contributing to the operational success of the Institute by assisting the team with administrative and organisational duties as necessary

### 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.

We operate a flexible working culture. Within reason, and upon agreement from management, employees are free to change their working hours. We are also an equal opportunities and [Mindful employer](#), and welcome applications from all - including those with lived experience of a mental health condition. We are also committed to improving employment opportunities in the charity sector for minority ethnic groups, and are particularly keen to receive applications from members of diverse ethnic communities.

Essential characteristics:

- 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
- Experience of using a range of digital tools.

### Terms and conditions

- The closing date for applications is **23:55 on Sunday 10 Jan 2021**. Online interviews will be held via Google Meet, and are provisionally planned for **Monday 18 Jan**.
- Annual gross salary: £21,158 (current London Living Wage)
- Hours: 37.5 hours per week
- Reporting to: Head of External Affairs
- Duration: Six months fixed-term contract, ideally starting from 15 February 2020



- Location: The post is based at our central London office, but regular homeworking is also possible and will be in line with current government guidance.
- 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
- Holiday entitlement: 25 days per annum (calculated pro-rata over the period of the fixed-term contract).

## How to apply

[Please submit your application here.](#)

You will be asked to provide a CV and to write short answers to three questions, specially designed to test the skills we're looking for in the person specification. Please include details of two referees in your CV (we will only contact them if you are offered the position).

After the job advert closes, your answers will go through a blind sift process. We will randomise and anonymise your answers - all identifying information will be removed, and reviewers will not be able to see your CV. [You can read more about the principles behind the blind review process here.](#)