

# Research Officer applicant information pack



## About Money and Mental Health

In 2016 Martin Lewis CBE set up the charity to create a world in which the vicious cycle of money and mental health problems is broken.

Money and Mental Health want everyone to have an equal chance of financial security, regardless of our mental health; and a world in which everyone's mental health can flourish, regardless of their financial circumstances.



# A message from our Chief Executive

The work we do here at Money and Mental Health leads to real change, which can make a huge difference for people with mental health problems.

During the pandemic we saw levels of mental distress increase. Now the rise in the cost of living this year is putting significant financial and psychological pressure on many households. This means our work is more urgent than ever.



We carry out research on the links between money and mental health problems and develop practical policy ideas and solutions. We also campaign to make that change a reality – working with government, policy-makers, regulators, businesses and health professionals.

At the heart of everything we do is our Research Community – a group of 4,000 people with lived experience of mental health problems who inform our research, policy ideas and campaigns.

The most important qualities we want to see in applicants are:

- Excellent research skills
- The curiosity to find the right policy answers
- The ability to communicate those findings and insights in a compelling way

We look forward to reading your applications.

Best wishes,

Helen Undy

# What it's like to work here

Our head office is based in central London and we operate a hybrid work model, with the majority of our team working in the office two days a week. We also have a number of non-London based staff - from as far as the Isle of Wight - who primarily work from home, but who come to the office twice monthly.

The wellbeing of our staff is the most important thing to us, and we have a flexible work culture, allowing employees to be flexible with their hours and location.

In our 2022 staff survey, 100% of staff agreed they'd recommend Money and Mental Health as a great place to work.



We are still relatively small with a team of just 15, but as an organisation we punch above our weight and have a significant impact.

Throughout the organisation we have staff working across three main functions: Research and Policy – where this role sits – as well as External Affairs, and Partnerships which includes our Mental Health Accessible programme.

Across those teams, we're all passionate about putting the voice of lived experience at the heart of everything we do. We welcome staff and board members who have lived experiences of mental health problems or financial difficulty.

# The details

- **Reporting to:** Senior Research Officer
- **Annual gross salary :** £29,500 FTE
- **Location:** This role will be London-based, meaning the successful candidate will be expected to work from Money and Mental Health's central London office for at least two days each week.
- **Hours:** 5 days a week. The charity has a flexible working policy with core hours of 10am - 3pm and remaining contracted hours distributed throughout the week flexibly.
- **Contract type:** Permanent
- **Holidays:** 28 days per year (including 3 days of annual leave between Christmas and New Year when the office is closed) 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:** Every member of the team has a personal training budget with many internal training opportunities too. We offer cycle to work and season ticket loan schemes. The charity provides enhanced maternity/paternity/parental leave terms at an equal rate. All employees eligible for Statutory Maternity/Paternity/Shared Parental Pay receive 90% of their earnings for up to 12 weeks.



# Job description

We are looking for a Research Officer to join the team. The role involves playing a key part in every stage of our research process. That includes feeding into our planning, carrying out literature reviews, writing survey questions, facilitating focus groups, analysing data, sharing emerging findings with the rest of the team, developing policy ideas, drafting reports and presenting the results publicly.

While you don't need to have experience of all those tasks, the ideal candidate will have great research skills to diagnose a problem and the ability to dig into the issue to come up with the best policy response. How we communicate those findings and recommendations is also vital, so we're looking for someone who writes clearly and compellingly.

## Essential skills and qualities

- Strong research skills, using qualitative and/or quantitative methods
- Exceptional written communication skills, including the ability to construct compelling narratives
- Intellectual curiosity, the ability to think creatively and develop innovative policy and practice solutions, with an understanding of strategic opportunities to create change
- The skills and emotional intelligence to work cooperatively and collaboratively with team members on projects
- Strong organisational skills to meet deadlines reliably and plan work effectively
- Passion for the issues Money and Mental Health works on
- Ability to take ownership of a policy area and keep the rest of the organisation informed about developments and opportunities

## Desirable skills and qualities

- 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
- Experience using Stata or similar statistical software/programming languages
- Polished communication and presentational skills
- The ability to develop and maintain strong networks with external stakeholders



# The application process

Closing date: 9am Monday 4 July

Interviews: week commencing 11 July

Apply here: <https://app.beapplied.com/apply/cby76gwuad>

We are committed to reducing unconscious bias in our recruitment process. To help with that, we use a platform called Applied which allows us to review applications without seeing details such as names and education details. You will be asked to answer a few questions specifically designed to test the skills we are looking for in the person specification. Your answers will be anonymised (all identifying information will be removed) and randomised; reviewers will score each answer against the skills specified for each question. Reviewers will only see your CV if your scores are high enough to be shortlisted. [You can read more about the principles behind the blind review process here.](#)

We hope that you are interested in applying for this position and will complete the application process on Applied.

If you require any reasonable adjustments to be able to access any part of this process, you can let us know through Applied.

## Mindful Employer

We are an equal opportunities employer and Mindful Employer and welcome applications from all, including those with lived experience of a mental health condition and other under-represented groups. 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.

We are happy to discuss any reasonable adjustments individuals may require in the recruitment process or once in post.

