



EXTERNAL AFFAIRS INTERN 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

People with mental health problems are three and a half times as likely to be in problem debt: we're here to change that.

During the pandemic we saw levels of mental distress increase. Now the rise in the cost of living 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 bring about change – working with government, policy-makers, regulators, businesses and health professionals. And at the heart of everything we do is our Research Community – a group of 5,000 people with lived experience of mental health problems who inform our research, policy ideas and campaigns.

As part of our External Affairs team, our intern plays a vital role in helping us share our research with the world and ensure that our work has cut-through with decision-makers.

Our roles don't require a degree or any particular qualifications, instead the successful candidate will be:

- Passionate about the cause and driven to improve the lives of people with mental health problems
- A strong communicator with an interest in campaigning
- Open to exploring new skills and tasks, and willing to get stuck in.

We look forward to reading your applications.

Best wishes,

Conor D'Arcy
Incoming interim chief exec





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 2023 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 17, 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, 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.

We are also committed to improving employment opportunities in the charity sector for underrepresented groups and are particularly keen to receive applications from people from minoritised ethnic groups.



The team in summer 2022



Key details

- **Annual gross salary:** £23,303 FTE (London Living Wage)
- **Location:** We welcome applicants from across the UK. We are based in central London, but this post can be offered on a remote-working basis with twice monthly travel to the office. The salary is the same for both London and remote applicants, who are expected to fund their own travel costs to the office. The office is wheelchair accessible - additional information about the building's accessibility [can be found here](#).
- **Hours:** Full time, 37.5 hours a week
- **Contract type:** Six months fixed-term
- **Reporting to:** External Affairs Manager
- **Line management responsibilities:** None
- **Holidays:** 28 days per year plus bank holidays, calculated pro-rata over the period of the fixed-term contract.
- **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 include:**
 - Mental Health Awareness training
 - Cycle To Work Scheme (up to £1,000 loan for bike)
 - Season Ticket Loan Scheme
 - An Employee Assistance Programme

The charity has a flexible working policy with core hours of 10am - 3pm with remaining contracted hours distributed throughout the week flexibly. We are open to discussing other flexible arrangements, such as accommodating school runs etc.



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.

As External Affairs Intern, you would support the team in the following ways:

- Researching and drafting copy for a range of communication channels, including our website and e-newsletters
- Political and policy monitoring, including updating the team on parliamentary activity with a particular focus on the upcoming General Election
- Assisting with public affairs activity, drafting letters to MPs and briefings, and 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, generating content and analysing performance
- Supporting with management of the website, including uploading and editing content
- Researching, maintaining and updating contact lists, including stakeholder and parliamentary lists
- Assisting with 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 education, professional experience or subject matter expertise. Above all, we're looking for a candidate with excellent verbal and written communication skills who is enthusiastic and keen to learn new things. A passion for improving lives is the biggest prerequisite.

We are an equal opportunities employer and [Mindful Employer](#), and welcome applications from people from all backgrounds. In particular, we are keen to hear from candidates with lived experience of a mental health condition. We are also committed to improving employment opportunities in the charity sector for underrepresented groups and are particularly keen to receive applications from people from minoritised ethnic groups.

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

Experience, skills and qualities

- Confident written and verbal communication skills: comfortable writing for a range of audiences and tailoring style and content appropriately
- Demonstrable interest in mental health and other key issues on which the Institute works
- 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

Also desirable

- Understanding of a range of different communication channels and how to use them to reach different audiences effectively
- Experience of using a range of digital tools



The application process

Closing date: 5pm, Wednesday 7 June 2023

Interviews: Week commencing 12 June (ideally in person at our central London office but can also do via Zoom as required)

Start date: Ideally early July 2023

Apply here: <https://app.beapplied.com/apply/2dicyjahdx>

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. You will also be asked to upload your CV as part of the application process, but reviewers will only see your CV if your score are high enough to be shortlisted. [You can read more about the principles behind the blind review process here.](#)

If you require any reasonable adjustments to be able to access any part of this process, you can let us know through Applied - or if you have any questions about the role, please get in touch at:

contact@moneyandmentalhealth.org

