



HEAD OF GAMBLING ACTION LAB 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 interim 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.

We're excited to be launching a new, multi-year programme of work to continue that impact. Through the Gambling Action Lab, we'll be teaming up with financial services firms to understand what they can do to better protect their customers from gambling-related harms. As with all our work, lived experience will be at the heart of the Gambling Action Lab, drawing on the experts by experience in our Research Community. With momentum building around action to address gambling-related harm, this is an exciting time to be working on this issue.



We're looking for someone to lead this important project. The successful candidate will be joining a high-profile organisation with a proven track record and an excellent culture. But they'll also have the chance to put their mark on the charity, creating the Gambling Action Lab from scratch and recruiting a team to help deliver it.

We welcome applicants who possess the qualities and behaviours outlined in this pack, or who believe they have the ability to learn them fast. You will be joining an inclusive and supportive team who welcome people from all backgrounds. What's important isn't your level of education or the chances you've had, it's about you and how you seize the opportunities ahead of you.

The most important qualities we're looking for in applicants are:

- An entrepreneurial drive, to take the Gambling Action Lab from setup through to its final stages
- A collaborative approach, to bring the best out of stakeholders in financial services firms, our lived experience Research Community and colleagues at Money and Mental Health
- A flair for planning and prioritisation, to keep us on track and focused on impact.

We look forward to reading your applications.

Conor D'Arcy



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 spread across the UK who primarily work from home, but who are in the office twice a month.

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 18, but as an organisation we punch above our weight and **have a significant impact**.

Throughout the organisation we currently have staff working across Research and Policy, External Affairs & Income, Finance & Operations and Partnerships, which includes our Mental Health Accessible programme. The Gambling Action Lab will be an additional team but will work closely with the rest of the organisation.

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 personal experience of mental health problems or financial difficulty.

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





Key details

- **Annual gross salary:** £58,000 FTE with inflation-related pay rise from January 2024
- **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 two days a month in the office. The salary is the same for both London-based applicants 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:** The role is offered on a full-time basis (37.5 hours a week) but we would also welcome applicants who can do at least four days (30 hours) a week. 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 or other caring commitments.
- **Contract type:** Fixed-term contract (three years)
- **Reporting to:** Chief Executive
- **Line management responsibilities:** Two Senior Officers, to be recruited by the successful candidate
- **Holidays:** 28 days per year plus bank holidays. This is calculated pro rata for part-time employees.
- **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:**
 - An annual personal training budget of £800 (subject to charity budget constraints) with many internal training opportunities too
 - Cycle To Work Scheme (up to £1,000 loan for bike)
 - Season Ticket Loan Scheme
 - Enhanced maternity/paternity/shared parental/adoption leave terms, with all eligible employees receiving 90% of their earnings for up to 12 weeks
 - An Employee Assistance Programme



Job description

We're looking for someone to lead the establishment of the Gambling Action Lab, including developing its branding and setting out timelines. They'll hire their own team of two and develop a framework for evaluating the success of the programme. Drawing on Money and Mental Health's existing networks, they will bring together a handful of representatives from financial services firms to form an [Action Learning Set](#) (ALS). The successful candidate will facilitate productive discussions in the ALS, listening and asking the right questions to identify and act on key challenges faced by firms. They will oversee the timely delivery of insightful research and consultancy support, to help guide ALS members as they explore ways to reduce gambling-related harms. They will work closely with colleagues on the dissemination of findings from the programme. They will also be a member of Money and Mental Health's Senior Management Team, helping to maintain a positive culture where staff wellbeing is cared for, their voice is valued and they are enabled to deliver work to a high standard.

Below are the sorts of experiences, skills and abilities we're looking for in applicants. In recognition of the variety of experiences and abilities that could be an asset on this project, we are open to potential candidates from a research, communications or consultancy background, or other career paths that you feel have equipped you for this role. The successful candidate will be able to recruit their team to complement their skills and fill in any gaps. If you are excited about this role but you don't exactly match every bullet point, we still encourage you to apply.

- An entrepreneurial spirit with the ability to think, plan, act and lead strategically
- Excellent relationship management skills
- Strong listening and communication skills, with the ability to understand, influence, engage and inspire a range of stakeholders
- Highly organised, with a proven ability to successfully plan and manage complex projects within deadlines
- Some knowledge of one of:
 - mental health problems
 - addiction
 - gambling research and/or policy
 - financial services firms
 - financial services regulation
- The ability to recruit, manage and develop the potential of high-performing teams
- The empathy and ability to work effectively with people who may be in vulnerable circumstances

Ultimately, we're looking for a quick learner who is ambitious, creative and motivated by changing lives.



The application process

Closing date: 9am on Wednesday 27 September

Interviews: Weeks commencing 2 October and 9 October

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

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 scores 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.

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

If you have any questions about the role please get in touch with Conor at conor.darcy@moneyandmentalhealth.org

