



# INTERIM EXTERNAL AFFAIRS MANAGER (SABBATICAL COVER)



## 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.

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 almost 5,000 people with lived experience of mental health problems who inform our research, policy ideas and campaigns.

We are looking for an Interim External Affairs Manager to help lead our communications activities from 24 June 2024 to 31 December, while our permanent External Affairs Manager is on sabbatical. This is a particularly exciting time to join the team, as we seek to maximise our impact ahead of the next general election and develop our strategy for the next few years.

The successful candidate will help to manage the day to day work of the External Affairs team, including supporting colleagues to enhance our reach on social media and digital channels, deliver our events programme and deepen our impact with key audiences.

We welcome anyone to apply who possesses the qualities and behaviours outlined. 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 opportunities which you have had, it's about you and how you seize the opportunities ahead of you.

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

- A comms all-rounder who can help manage our busy External Affairs team
- Excellent written and verbal communication skills, including the ability to tell a clear story and to tailor content for different audiences
- The creativity and can-do attitude needed to manage projects, solve problems and jump on opportunities to have impact with our work.

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

We have staff working across four main functions: Research and Policy, External Affairs and Income, the Gambling Action Lab, 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 team and board members who have personal experience of mental health problems or financial difficulty.

We are 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. We're currently developing a new Equality, Diversity, Inclusion and Belonging Strategy and are working to become a more inclusive workplace.

We're proud of the environment we've already developed, with a high proportion of our team with personal experience of mental health problems. And we're committed to employees professional growth and development.





# Job description

We are recruiting an interim External Affairs Manager on a fixed term contract running from 24 June 2024 to 31 December 2024. This is a diverse role and will include:

## Communications and events

- Working with Head of External Affairs and Income (EA&I) to manage the External Affairs' team's day-to-day work, including supporting the team with social media, website and press relations
- Working with Head of EA&I to deliver communications strategy
- Overseeing and project managing the charity's events programme

## Leadership and management

- Leading External Affairs team catch ups and project planning
- Line managing an External Affairs Officer and an Intern with a focus on professional development
- Providing sign-off on a number of areas, including those that carry some risk to the charity
- Working with the Head of EA&I to collect key management information to report on the impact and reach of external affairs activities to the CEO
- Assisting with the charity's other activities as required.

## Influencing and stakeholder management

- Working with the Head of EA&I to manage and deliver the influencing strategy, including helping to deliver campaigns.
- Supporting team with public affairs engagement



## Skills and qualities

- A comms all-rounder who can help lead and manage our busy External Affairs team.
- Excellent written and verbal communication skills, including the ability to tell a clear story and to tailor content for different audiences.
- The ability to guide colleagues in producing a range of content for different platforms and audiences, including via social media, digital and press relations.
- The capacity to juggle competing priorities, and to help guide others in doing so.
- Strong project management, organisation and decision-making skills.
- Experience of organising events (particularly online) and an understanding of different tactics to engage audiences.
- A creative self-starter who can take the lead in identifying and acting upon opportunities to increase the impact of our communications activities.
- Strong reputation management skills.
- The ability to support and develop junior colleagues.
- An interest and/or background in campaigning.
- A commitment to equality, diversity and inclusion.
- A passion for improving the lives of people with money and mental health problems.



## Key details

- **Annual gross salary:** £50,209 FTE (pro rata for part time)
- **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. The office is wheelchair accessible - [additional information about the building's accessibility can be found here.](#)
- **Hours:** Full time (37.5 hours a week), though we would also consider four days per week (30 hours). The charity has a flexible working policy with core hours of 10am - 3pm and remaining contracted hours distributed throughout the week flexibly. We are open to discussing other flexible arrangements, such as accommodating school runs.
- **Contract type:** Temporary fixed term contract from 24 June 2024 to 31 December 2024.
- **Reporting to:** Head of External Affairs and Income
- **Line management responsibilities:** Line managing an External Affairs Officer and an Intern with a focus on professional development
- **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 Employee Assistance Programme



# The application process

**Closing date:** 9am on 23 May 2024

**Interviews:** Week commencing w/c 27 May 2024

[Apply here](#)

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 at:** [Brian Semple, Head of External Affairs and Income](#)

