



RESEARCH AND POLICY MANAGER 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.

Our Research and Policy team are a key part of how we achieve that change. They carry out research on the links between money and mental health problems and develop practical policy ideas and solutions. At the heart of that research, and 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.



We're adding a Research and Policy Manager to the team to help us continue that work. The successful candidate will play a vital part in producing top-quality research and practical, transformative recommendations.

Our roles don't require a degree or any particular qualifications. The most important qualities we want to see in applicants are:

- Passion for the cause and a drive to improve the lives of people with mental health problems
- A talent for collaboration and project management, working closely with colleagues across the organisation
- Strong editing and problem-solving skills, to help the Research and Policy team deliver timely, impactful findings.

We are working hard to create an organisation where Equity, Diversity, Inclusion and Belonging are baked into our culture. We welcome applications from everyone, regardless of age, gender, race, class, sexuality, disability or any other characteristic. What's important isn't your level of education or the opportunities you've had - it's about you and how you seize the opportunities ahead of you. We look forward to reading your applications.

Best wishes,
Helen Undy
Chief Executive



What it's like to work here

Our head office is based in central London and we operate a hybrid work model. The majority of our team work in the office at least two days a week. We also have a number of non-London-based staff - from as far as the Isle of Wight and Sheffield - 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 team, with 21 employees, but as an organisation we punch above our weight and **have significant impact**. The team work across five main functions: Research & Policy, External Affairs & Income, the Gambling Action Lab, Partnerships, which includes our Mental Health Accessible programme, and Finance & Operations.

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

We're working to improve employment opportunities in the charity sector for people from under-represented 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.





Key details

- **Annual salary:** £50,209 FTE
- **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 per week) or part-time (30 hours minimum over 4 days a week)
- **Contract type:** Permanent
- **Reporting to:** Deputy Chief Executive
- **Line management responsibilities:** Up to three members of the Research and Policy team
- **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

The successful candidate will work closely with the rest of the Research and Policy team. The Research and Policy Manager will ensure our outputs are delivered to a consistently high standard and are well-managed throughout.

Research and Policy

- Working with the Deputy Chief Executive, lead and support the Research and Policy team in producing a wide range of outputs including high-quality, well-targeted reports, policy notes and consultation responses
- Ensure effective management of multiple projects concurrently, to allow us to continue to inform and influence across the breadth of our work
- Edit research outputs to sustain the high quality and clarity of our publications
- Support a culture of high-quality research, assisting the team with deciding on appropriate approaches to research and policy development
- Maintain and develop internal systems and processes to ensure quality control of research and policy outputs
- Assist the Deputy Chief Executive with the management of the Research and Policy budget, demonstrating sound judgement and risk management
- Take responsibility for research ethics and managing risks of research projects
- Line manage a small, high-performing team, with a focus on professional development as well as recruiting and retaining team members.

Organisational

- Work closely with colleagues to ensure smooth collaboration across teams
- Assist in establishing processes and maintaining progress on cross-team priorities
- Ensure that the Research and Policy team considers impact, income generation and equity, diversity, inclusion and belonging in their plans and processes
- Develop and maintain relations with key stakeholders and counterparts in partner organisations to maximise Money and Mental Health's effectiveness
- Contribute to the organisation's wider success and planning in line with its strategy
- Help the charity maintain a positive culture which motivates all of the team, where their wellbeing is cared for, their voice is valued and they are enabled to deliver work to a high standard.



Person specification

We don't have minimum expectations in terms of education or subject matter knowledge. We're looking for a candidate who is great at working with others, project management, has strong editing and problem-solving skills, is thoughtful about the ways we get things done and who places an emphasis on helping the people they work with to develop. A passion for improving lives is the biggest prerequisite.

Below are some of the experiences and skills that we're looking for. If you don't have all of these, don't let that put you off applying.

Experience, skills and qualities

- An excellent collaborator, who can work effectively and creatively with colleagues at different levels and in different teams across the organisation
- Strong editing skills, to help make our published work as clear and compelling as possible
- Project management skills, to help set up and update plans that enable us to deliver great research and policy work in a timely and smooth way
- The ability to think creatively and solve problems
- A commitment to helping the people you work with to develop
- An understanding of social research processes, from scoping and literature reviews through to quality assurance
- An understanding of how policy ideas are developed
- Demonstrable interest in mental health or other key issues that the charity works on
- An empathetic and sensitive approach to working with people in difficult circumstances, showing empathy and sensitivity.



The application process

Closing date for applications: Monday 15 July, 9am

Interviews: Scheduled for 19, 22 and 23 July (ideally in person at our central London office but can also do them online as required)

Start date: As soon as possible

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

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.](#)

We are an equal opportunities employer and a [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 and/or financial difficulty. We are also committed to improving employment opportunities in the charity sector for underrepresented groups and encourage 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.

Any questions? Please get in touch at contact@moneyandmentalhealth.org

