



EXTERNAL AFFAIRS INTERN APPLICATION 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.

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 thousands of 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.

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.

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 21, 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 Strategic 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.





Key details

- **Salary:** £27,008 (six months pro-rata. Employees who are not London-based receive the same salary, including London-weighting, but pay for their own travel to the office twice a month on average)
- **Location:** Either London-based, with two days per week in Money and Mental Health's central London office OR suitable for a home-worker who is able to travel to London a minimum of twice a month. The office is wheelchair accessible - [additional information about the building's accessibility can be found here.](#)
- **Hours:** Full time, 37.5 hours per week
- **Contract type:** six-month contract
- **Reporting to:** Senior External Affairs Officer
- **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:**
 - An annual personal training budget of £500 (subject to charity budget constraints) with many internal training opportunities too
 - Cycle To Work Scheme (up to £1000 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

What the role involves:

- 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
- Assisting with public affairs activity, drafting letters to MPs, arranging and attending meetings
- Writing blogs for our website about a range of topics
- Supporting the management of a communications forward planning system
- Helping oversee our social media channels, generating content and analysing performance
- Supporting the management of the website, including uploading and editing content
- Researching, maintaining and updating contact 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

The candidate should have a strong commitment to tackling the link between mental health and money problems. We do not have minimum expectations in terms of professional experience or subject matter expertise. Above all, we're looking for a candidate with excellent verbal and written communication skills and enthusiasm. A passion for improving lives is the biggest prerequisite.

Essential experience, qualifications, skills and abilities:

- 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.

Desirable:

- Understanding of a range of different communication channels and how to use them to reach different audiences effectively
- Experience of using digital tools, such as social media or basic design skills.



The application process

Closing date: 9am, Monday 25 November 2024

Provisional interview dates: week commencing 2 December 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 with: Liam Hill, Senior External Affairs Officer: liam.hill@moneyandmentalhealth.org

