We are hiring. Please read through this applicant pack thoroughly before submitting your application to join our team.

MONEY AND MENTAL HEALTH POLICY INSTITUTE

Head of Research and Policy Applicant Pack

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.



We're hiring a Head of Research and Policy to join the Money and Mental Health Policy Institute team. Applications close on 7 December 2026 at 9am.

A message from our Chief Executive

Dear candidate,

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

We are currently looking for a Head of Research and Policy to lead our outstanding Research and Policy Team. The successful candidate will drive our work in producing top-quality research and practical, transformative recommendations. They will also be a public face of our work and a key part of our Senior Leadership Team.

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

- Excellent quantitative and qualitative research skills, and a clear sense of what high-quality research looks like
- Excellent written and communication skills, including the confidence to represent us to senior audiences and the media
- Strong leadership and interpersonal skills, and the ability to work as part of a senior team
- Passion for the cause and a drive to improve the lives of people with mental health problems

We are working hard to create an organisation where equity, diversity and inclusion 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,

Conor D'Arcy, Chief Executive from December 2026



What it's like to work here

Our office is based in east London and we operate a hybrid work model, with the majority of our team working in the office two days a week.

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 2026 staff survey, 100% of staff said that Money and Mental Health is committed to doing quality work, has a supportive team culture and that they have a good working relationship with their colleagues.

We have staff working across six main functions:

- Research & Policy
- External Affairs
- Finance & Operations
- Strategic Partnerships, which includes our Mental Health Accessible programme
- Fundraising
- and our Action Lab programme.

We are still relatively small with a team of just over 25, but as an organisation we punch above our weight and have a significant impact.

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.



Our values as an employer

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.

At Money and Mental Health, our work is guided by our values, which shape how we research, collaborate, and create impact. We:

- Centre lived experience to ensure our work is meaningful and grounded.
- Act with integrity and hold ourselves to the highest standards of accountability.
- Strive for impact through research that informs real-world change.
- Remain determined and compassionate, even in the face of complex challenges.
- Work through collaboration, always taking a team-first approach to achieve more together.

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've developed a new Equality, Diversity and Inclusion Strategy and are continually working to become a more inclusive workplace.



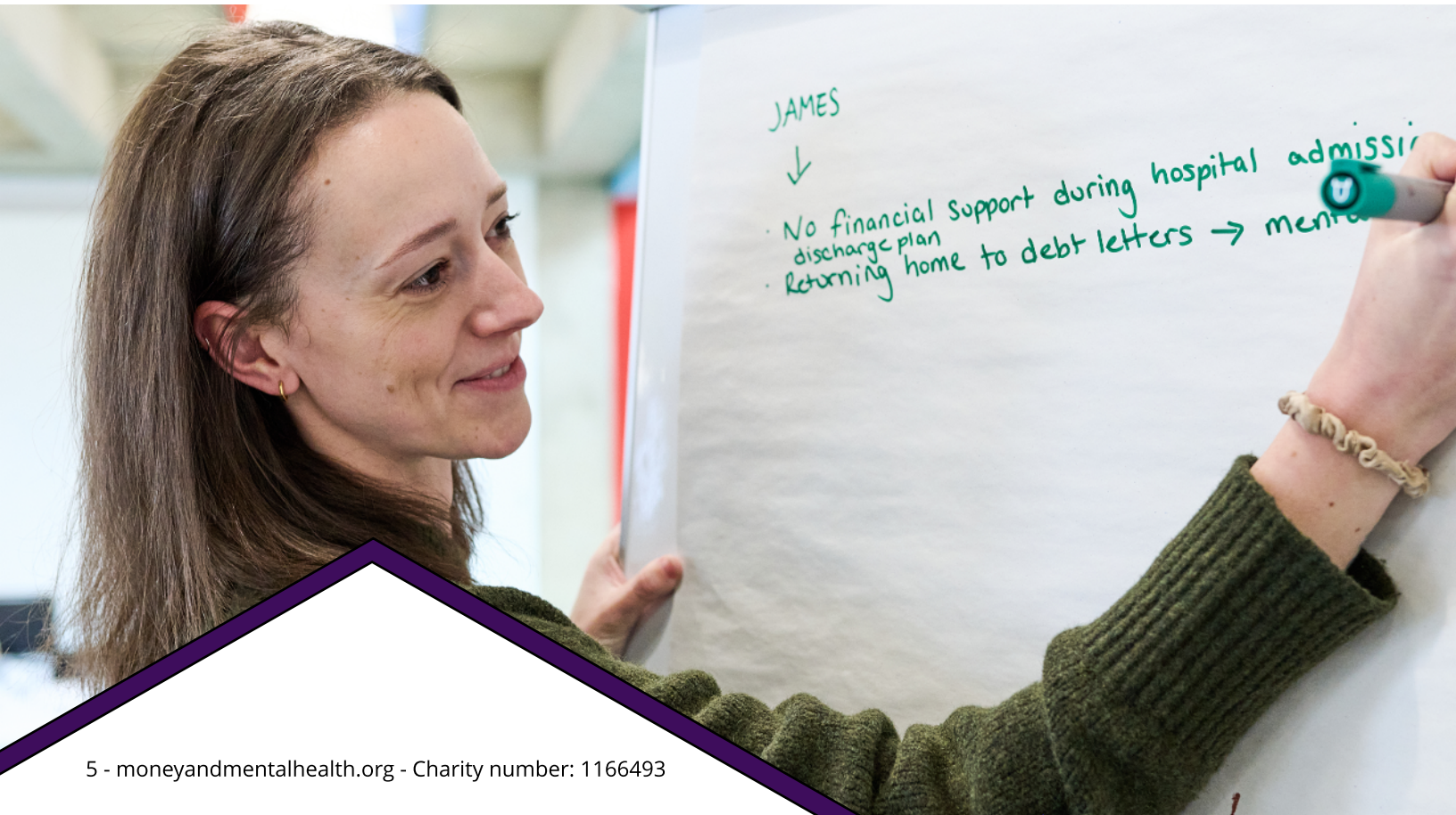
Job description

We're looking for a creative, insightful and confident leader to head our high-performing Research and Policy team.

The successful candidate will set the direction of our research and policy work and uphold its quality, using their skills in quantitative and qualitative research and strategic leadership to produce compelling findings, recommendations and high-quality written publications. They will champion our Research Community and work as a key member of our Senior Leadership Team.

They will also be one of the main public faces of our work, presenting our research to policy makers, essential services providers, regulators and the media across the full range of our topics, and working with other teams to grow our influential networks and secure funding for our research.

A key part of the role will be line managing our two Research and Policy Managers, with responsibility for setting their objectives and supporting their development. We are looking for someone with substantial relevant experience, but it does not have to have been gained in the charity or policy sector. If you have a different background, but think you could excel in the role, we encourage you to consider applying!



Key tasks in the role

Research and Policy

- Lead the organisation's policy direction, maintaining a consistent voice and signing off our policy recommendations
- Co-author research reports alongside other researchers
- Set and uphold the standard of quality for our research and policy outputs
- Strengthen the team's research methods, upskilling team members and introducing new approaches
- Lead the team to produce a wide range of written outputs and edit others' work
- Act as a public face of Money and Mental Health across the full range of our work
- Champion and develop the Research Community, a priority for the role
- Develop and oversee our annual research programme

Organisational

- Line manage two Research and Policy Managers and lead the team's development
- Form a key part of the Senior Leadership Team, helping to shape the charity's future direction
- Manage the Research and Policy budget and write papers for the Board
- Build and maintain relationships with senior stakeholders in essential services, government, regulators and the mental health and charity sectors
- Work closely with other teams to secure funding for our research, including working with the Fundraising team on new proposals



Key details

Annual gross salary: £64,800, rising to c.£66,500 from January 2027 (exact increase TBC)

Location: This role is London-based, with employees required to work at least two days per week from the Money and Mental Health office near Bethnal Green. The office is wheelchair accessible, with accessible lifts, toilets and showers.

Hours: This role is offered on either a full-time (37.5 hours per week) or part-time basis, with a minimum of 30 hours over 4 days a week. 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: Permanent.



Further details

Further details:

- Reporting to: Chief Executive
- Line management responsibilities: Two Research and Policy Managers
- 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:

- Every team member has a personal training budget, with internal training opportunities
- Cycle to Work and season ticket loan schemes
- Enhanced maternity/paternity/parental leave terms: employees eligible for statutory maternity/paternity/shared parental pay receive 90% of earnings for up to 12 weeks.
- Rental deposit loan scheme Benenden healthcare package
- Flexible working culture: core working hours 10am–3pm, with flexibility outside these times (agreed with management) to distribute working hours across the week



Skills and qualities

Research and policy skills

- Intellectual curiosity
- Excellent quantitative and qualitative research skills, with a strong grasp of research methods and the ability to bring new approaches to a team
- A clear sense of what high-quality research looks like, and the ability to hold a team to that standard constructively and consistently
- Ability to think creatively and strategically in relation to policy development
- Political nous and an understanding of policy-making processes
- A commitment to involving people with lived experience in research and policy, and ideally experience of doing so

Written work and influencing

- Excellent ability to construct compelling written narratives
- Good editorial skills and the ability to review and give constructive feedback
- Strong presentation skills and the ability to speak persuasively to different audiences, including senior stakeholders and the media

Leadership and team working

- Experience of line managing and developing staff, and the emotional intelligence to do it well
- The confidence to work collaboratively as part of a senior team and to delegate effectively
- Sound budget and risk management, and the ability to support successful funding proposals

Stakeholder management

- Strong networking and interpersonal skills
- Comfortable representing Money and Mental Health externally across a wide range of topics

Knowledge

- Good awareness and knowledge of at least some of the key issues that Money and Mental Health researches and campaigns on, for instance essential services, debt, the health system or benefits and employment policy.



Our inclusive hiring practices

First stage: 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.

We will be running a webinar on Monday 16 November from 12.30-1.30pm, which offers the chance to hear more about the role and ask any questions: https://zoom.us/j/97955786919?pwd=MKTYfNxNNVOh2mPpmFKfzsFsmYaSeX.1

Interview stage: We will conduct interviews in person wherever possible, and will pay your travel expenses to enable you to attend at our office in Bethnal Green.

If you require any reasonable adjustments to be able to access any part of this process, you can let us know through Applied.



How to apply

Closing date: Monday 7 December at 9.00am

Interviews: Week commencing Monday 14 December at our east London office.

Apply here: https://app.beapplied.com/apply/bw4gpiwfea

Zoom Q&A: We will be running a webinar on Monday 16 November from 12.30-1.30pm, which offers the chance to hear more about the role and ask any questions: https://zoom.us/j/97955786919?pwd=MKTYfNxNNVOh2mPpmFKfzsFsmYaSeX.1

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 require any reasonable adjustments to be able to access any part of this process, you can let us know through Applied.

Get in touch: If you have any questions about the role please email: contact@moneyandmentalhealth.org

