**Research Assistant (Part-time)**

**JOB DESCRIPTION**

**About Positive Money:**

Positive Money is the leading civil society organisation re-imagining our money and banking system for the wellbeing of people, communities and the planet. We are part of a growing and collective force for economic systems change. Our mission is to reform money and banking to build a *fair*, *democratic* and *sustainable* economy*.*

To achieve this we produce groundbreaking research and policy, educate the public and politicians, penetrate the media, and mobilise the public behind people-powered campaigns. We work across four key areas: democratising money and banking, a green and fair Bank of England, a wellbeing economy, and new economy thinking. In 2021 our priority campaigns are greening the financial system (in the run up to the UK’s hosting of COP26), calling for a wellbeing economy, and demanding a fair and green economic recovery.

## **About the role:**

Positive Money is a recognised thought-leader on central banking, the future of money and banking reform. Our work is regularly featured in the national press, including the FT, Times, Telegraph, Guardian, Independent, City AM, and Daily Mail, and we have received support from leading figures in the UK’s main political parties.

In March 2021, Positive Money published the first edition of ‘The Green Central Banking Scorecard’, which evaluates and ranks G20 countries based on the green policies of their central banks and supervisors. The Research Assistant’s main responsibilities will be to track recent and ongoing developments in green central banking, update our database for this project, support the preparation of the next edition of the scorecard, and feed into our green finance work more broadly.

The Research Assistant may also have the opportunity to participate in other areas of our research on money and banking.

**About you:**

You are passionate about new economic thinking, particularly in regards to the financial system and environmental breakdown. You are intellectually curious and able to quickly absorb, organise, and concisely convey new information about often complex issues. You are a critical thinker with high attention to detail.

Positive Money is a small team that works closely together, so you will enjoy getting involved in different aspects of the organisation, chipping in where needed, juggling a range of tasks and supporting your colleagues. You could come from any background or walk of life, and share our commitment to an inclusive and diverse team, and money and banking system.

**Roles and responsibilities:**

* Monitor green finance policy and research developments, in both the UK and abroad
* Manage and update the database for our Green Central Banking Scorecard
* Support the preparation of the next edition of the Green Central Banking Scorecard
* Support the research team to embed analysis of issues of race, class, gender, colonialism, and justice into our work on green finance
* Support the research team in other areas of work as needed
* Support the drafting of blogs, op-eds, policy briefings and reports

**Person specification**

**ESSENTIAL skills and experience**

* A relevant undergraduate degree qualification (or equivalent relevant experience)
* An interest in alternative schools of economic thought
* Some knowledge of key concepts and recent developments in green finance
* Some knowledge of the relevance of environmental breakdown for central banks and financial supervisors and the role they can play in mitigating it
* Excellent communication skills, especially the ability to write in a concise and persuasive style using formats appropriate to the audience
* Strong analytical skills and attention to detail
* Knowledge and understanding of current UK economic policy
* An ability to work proactively and independently, as well as part of a team

**DESIRED skills and experience**

* Completed or currently completing a relevant master’s degree
* 1-2 years relevant professional experience in academia, the private sector or a civil society organisation

**Values and behaviours**

* Be self-reflective with a high degree of empathy and self-awareness
* Be committed to our vision for a fair, democratic, and sustainable money system
* Enjoy working with a high level of autonomy, trust, and open-mindedness
* Be committed to working in an innovative and collaborative way
* Friendly and professional manner
* High degree of maturity and able to respond positively in pressured situations
* Ability to work well alone or within a team, as required, and be self-motivated
* Ability to multi-task and manage interruptions
* Ability to work in time-pressured situations and to meet deadlines

Terms and Conditions

Contract: The role is for a fixed term of 9 months

Salary Band 4, £24K gross per annum (pro-rata for part-time hours and 9 months contract) + 8% pension contribution

Reporting: Senior Economist

Hours Part-time (16 to 32 hours per week, 2 to 4 days)

Holiday: 25 days per annum for full time equivalent, in addition to statutory holidays

Location: This position will be fully remote

How to apply: Read the [JOB DESCRIPTION](https://docs.google.com/document/d/1Qzh_RQHZa1yd6VyNAZZIccwGA4EK61SyfbOE5y9VOQA/edit) for more details about the role. Please download and fill out the [APPLICATION FORM](https://docs.google.com/document/d/1Fos2nG-gFuM3sjGtCpVsXkPRwH1FJz6_/edit) in full.

Please also submit two writing samples. These can relate to any topic and can be essays, articles,reports , blog posts, or any other form of writing. Individual authorship is preferred. Pieces that have been authorised in collaboration with others will be accepted if you detail your individual contributions.

Please email your completed application form and writing samples to recruitment@positivemoney.org.uk

If you have any questions about the role or need any more information please contact

recruitment@positivemoney.org.uk

Closing date for applications 8am Monday 2nd August

Interviews will take place on Thursday 5 August and Friday 6 August

(Interviews will take place online)