

# Senior Policy and Advocacy Officer

Positive Money UK

## 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.

We produce ground-breaking research and policy, educate the public and politicians, penetrate the media, and mobilise the public behind people-powered campaigns. We are currently working across a number of different areas, including greening the financial system, resisting the power of big finance, fixing our broken housing system, improving macroeconomic policy, the future of money and decolonising money and banking.

We have offices in London, Brussels, and the US. Read more about our five-year organisational strategy [here](#).

### About the role:

We are looking for a talented public policy professional to help us secure positive change to our economic system in the run-up to the next general election and beyond. The role will involve leading on Positive Money's engagement with parliamentarians and other stakeholders as part of our wider influencing strategy, working across a range of issues related to the money and banking system.

### About you:

You will be a public policy professional with experience working with politicians, either in parliament or for an outside organisation, to effect change. You will be comfortable learning about and working across diverse topics related to our money and banking system. You will work closely with our Head of Policy and Advocacy to develop and implement an effective political strategy to help shift policy towards a fairer, more democratic and sustainable economy. You will have the ability to work independently and collaborate as part of a team. You will also have strong written and verbal communication skills, with the ability to present complex ideas to politicians and other stakeholders.

## ACCOUNTABILITIES

### Strategy

- Developing and implementing parliamentary strategies.
- Supporting the development and implementation of Positive Money's wider influencing strategy.

## Delivery

- Leading on Positive Money's parliamentary engagement.
- Planning and managing advocacy projects and solving problems within them.
- Monitoring Parliament and the work of other policymakers and regulators, such as the Bank of England, Treasury, as well as select committees on topics relevant to our work.
- Staying abreast of policy debates and what other organisations and influencers are saying, briefing the rest of the team on developments.
- Propose practices to help dismantle oppression within our advocacy and policy work, and wider influencing work.
- Drafting briefings, responses to consultations and inquiries, and other policy materials on a range of topics.
- Assisting with the planning, management and attendance of events involving politicians and other influencers.
- Supporting on a range of press content, including topline, press releases, responses and comment pieces.
- Contributing to the Positive Money blog.
- Anticipating and managing short to mid-term risk for advocacy projects you are leading on

## People & External

- Building relationships with parliamentarians and political parties.
- Managing outreach to politicians and other key stakeholders.
- Working with colleagues on the research team to convert research into policy recommendations.
- Working with colleagues on the campaigns & mobilisation team to inform campaign actions and social media content.
- Facilitating meetings, and sharing ideas, information and developments on policy and advocacy issues with our team, and with relevant external stakeholders.
- Supporting on the briefing of spokespeople ahead of media appearances and other events.

## Culture

- Ensure that engagement with issues of race, class, gender and other vectors of oppression, is built into our advocacy and policy work.
- Develop self-awareness and self-reflection. Seek out opportunities and activities to develop personal strengths, weaknesses, and behaviours and implement change.
- Demonstrate organisational principles and behaviours (see below) and encourage these amongst colleagues
- Proactively support others to excel in their roles.
- Take personal responsibility for projects you are leading on.

## PERSON SPECIFICATION

### ESSENTIAL skills and experience

- Experience working with parliamentarians, either in parliament or for an outside organisation, to influence policy.
- Strong knowledge of parliamentary and policymaking processes
- Strong written and verbal communicator, able to express complex ideas internally and externally to engage relevant audiences, align different perspectives and recognise mutual interests.
- Excellent active listening skills.
- Proven ability to build and manage new strategic relationships.
- Experience writing policy briefings.
- A keen interest or willingness to learn about the money and banking system as well as new economic thinking.
- An ability to proactively manage a varied workload, and to work both independently and as part of a team.
- Some understanding of anti-oppression concepts, and an interest in deepening your understanding.

### DESIRED skills and experience

- Knowledge of policy issues relating to the money and banking system, including the green transition, financial regulation and macroeconomics.
- Experience developing strategies for winning political change.
- Experience drafting media content, such as press releases and op-eds.

### Values and behaviours:

- Self-reflective with a high degree of empathy and self-awareness, as well as literacy about your own emotions and an ability to communicate them.
- Able to reflect on personal strengths, weaknesses and behaviours, and implement change.
- Commitment to our vision for a fair, democratic, and sustainable money system.
- High degree of maturity, able to respond positively in pressured situations, to multitask, and to manage interruptions.
- Commitment to demonstrating our principles and behaviours (copied below) in your work, and to encouraging these amongst colleagues.

## POSITIVE MONEY PRINCIPLES & BEHAVIOURS

### Principles:

**Innovation:** *experimentation and learning, being flexible in our plans, seizing opportunities and staying responsive*

**Open-mindedness:** *embracing complexity, not pretending to have all the answers, being positive to those who challenge or disagree with us*

**Trust:** *working autonomously, assuming everyone aims to do their best work, and being agile in our*

*ways of working*

**Behaviours:**

- *Prioritising the organisation and team over self-interest*
- *Dismantling oppression*
- *Self-awareness and self-reflection*
- *Empathy*
- *Collaborating and working with others*
- *Appreciation of different working preferences*
- *Being responsive to own and others' needs*
- *Working autonomously when necessary*
- *Trying to find solutions*

**TERMS AND CONDITIONS**

Contract: The role is for an initial fixed term of 1 year with a 6-month probationary period. After a year if the contract is extended, a permanent contract will be offered.

Salary: Grade 4, full time rate of **£35,175** per annum + 8% pension contribution (pro-rata if working 4 days per week). Salary rate will rise to £36,356 after 2 years employment in the role, plus any cost of living adjustments to our salary scales.

Hours: 28 or 35 hours per week (4 or 5 days). Requests for a flexible working pattern will be considered. The post holder will be expected to work the occasional evening or weekend for time off in lieu.

Benefits: Positive Money is committed to developing our employees, and being a supportive, flexible and compassionate employer. We offer a range of benefits to UK staff including:

- Holiday: 25 days per annum for full time equivalent, in addition to statutory holidays. Increases to 28 days after two years employment.
- Enhanced occupational sick pay scheme that increases with length of service.
- Family friendly benefits: enhanced maternity pay for staff who've worked for us for more than 1 year, of 6 weeks at 100% salary followed by 33 weeks at 50% salary, and enhanced paternity pay for staff who've worked for us for more than 1 year, of 6 weeks at 100% of salary.
- A 'duvet day' policy to allow additional time off to support and protect staff wellbeing
- A training and development allowance of £400 per employee per year, increasing with service, as well as provision to consider larger requests for professional development. We also offer other in-house and external training and development opportunities to our staff.
- A cycle to work scheme to provide staff with a tax efficient way to buy a bicycle and accessories.

Location: Flexible between working in our London Office (Davina House, Goswell Road, London, EC1V 7ET,) and working remotely. Our London based staff work a hybrid of office and

remote working. We're also open to candidates located in other parts of the UK working fully remotely, with travel to the London office expected up to two days per month.

How to Apply: Please download and fill out the [APPLICATION FORM](#) in full. (\*)

*\* If the form does not download by clicking on the link above, try right-clicking the link and "save as" or "save link as". Or you can copy and paste the following link in a new browser window:*

*<http://positivemoney.org/wp-content/uploads/Senior-policy-advocacy-officer-application-form.docx>*

*In case that doesn't work either, please get in touch and we will email the doc to you – [recruitment@positivemoney.org.uk](mailto:recruitment@positivemoney.org.uk)*

Please email your completed application form to: [recruitment@positivemoney.org.uk](mailto:recruitment@positivemoney.org.uk)

If you are interested in the role and would like to find out more information, please contact Simon Youel, [simon.youel@positivemoney.org.uk](mailto:simon.youel@positivemoney.org.uk)

Deadline: Closing date for applications is **9am on Monday 22nd May 2023**

We hope the successful candidate would be able to start in June / July 2023

*Positive Money is committed to providing equal opportunities for everyone regardless of their background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but, as women and Black, Asian and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups.*

*Please note that Positive Money can only accept applications from individuals with the right to work in the UK.*