

## Advocacy & Campaigns Assistant

### 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.

The Advocacy & Campaigns Assistant will work with both the influencing and mobilisation teams in developing and delivering Positive Money's priority campaigns. In the next 12 months a key focus will be on greening the financial system ahead of COP26, but there are a range of other issues we will also be working on. Areas include wider reform of the money and banking system, digital currencies and the need for a fair and green recovery from the Covid crisis, which puts wellbeing above the pursuit of economic growth.

The Advocacy & Campaigns Assistant will assist the influencing team in ensuring that Positive Money is able to react quickly to developments in the areas we work on. This will mean undertaking regular monitoring of the media, Parliament and other relevant institutions, digesting and communicating developments to the rest of the team, and helping Positive Money respond through both 'insider' and 'outsider' channels.

#### **About you:**

You are passionate about fighting for progressive change, particularly in regards to the financial system and environmental breakdown. You are driven to seek out opportunities to promote a fairer, more democratic and sustainable economy. You are intellectually curious and are able to quickly absorb lots of new information about often complex issues. You have excellent

communication skills, and are able to digest and concisely convey key developments across a number of issues for the rest of the team.

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's needed, juggling multiple projects 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:**

- Monitoring and digesting developments relevant to Positive Money across the media, Parliament and civil society
- Forward planning to help identify upcoming opportunities in the media, in Parliament, and amongst other influential institutions and stakeholders
- Tracking and logging media coverage and Parliamentary interventions
- Updating lists of key journalists and politicians
- Assisting in the management of social media, particularly Twitter
- Support in broadcast pitching, op-ed pitching and writing, and reactive press
- Helping Positive Money engage with legislation
- Supporting in the production of briefings and evidence for inquiries and consultations
- Helping to produce a range of communications, including press releases, pitches and videos
- General support for Positive Money's advocacy and campaigns activities as needed
- Support the team to embed issues of race, class and gender into our press work, parliamentary engagement and social media, and apply an intersectional lens to all of our messaging and communications

## **Person specification**

### **ESSENTIAL skills and experience**

- High standard of written and verbal communication and excellent interpersonal skills
- Experience communicating complex issues in accessible and engaging language
- An ability to work proactively and independently, as well as part of a team
- Flexibility and an ability to manage multiple priorities
- An interest in how our money and banking system is fuelling climate change and inequality, and a willingness to learn more
- A desire to develop skills across campaigns, public affairs and media relations
- 1-2 years experience working with one of more of: the media, Parliament, or on policy development

### **DESIRED skills and experience**

- Research skills, and the ability to quickly gain familiarity with complex issues
- Experience undertaking media and political monitoring
- Experience pitching to journalists

- Experience developing policy briefings
- Some knowledge of green finance and the role of central banks, as well as broader issues surrounding the money and banking system

## **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 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: Band 4, £24k gross per annum + 8% pension contribution

Reporting to: Head of Policy & Advocacy

Hours: Part or Full time (32 or 40 hours per week, 4 or 5 days). Requests for flexible working will be considered. The post holder will be expected to work the occasional evening or weekend for time off in lieu.

Holiday: 25 days in addition to statutory holidays

Location: Through the Covid-19 pandemic we are following government advice and working from home. Positive Money can supply IT and other equipment to facilitate home working. Up to two members of staff can work in the office when required subject to government guidelines. Once office working resumes, the role will be based at Positive Money's office at Davina House, Goswell Road, London, EC1V 7ET, but we are open to this role being based from anywhere in the UK. Travel to the London office will be expected up to once a month.

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

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

If you have any questions about the role or need any more information, please contact [recruitment@positivemoney.org.uk](mailto:recruitment@positivemoney.org.uk)

**Closing Date for applications: 9am Friday 16th April**

**Interviews will take place on Friday 23rd April**  
(interviews will take place online)

*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.