Money Ready

Candidate Pack



Job Title: Regional Manager (Edinburgh)

Location: Contracted to our Glasgow office - with significant travel across Central and South Scotland. The region covers everywhere between the Scottish borders in the South, Edinburgh and Fife in the North and Glasgow in the West
Contract type: Permanent, part time
Hours: 25.5 per week over 3 days (Monday to Wednesday, 8.30am-6pm with some flexibility)
Salary: £45,000 - £50,000 FTE (42.5 hours) per annum dependent on skills and experience
Must hold a valid UK driving licence and access to own vehicle

About us

At Money Ready, we envision a financially fluent population. We teach practical money management skills through impactful financial education programmes - from budgeting and saving to investing.

Across all four UK nations, our team shares a passion for financial inclusion and a culture of innovation, inclusivity, and collaboration. If you're looking to make a meaningful difference while growing both personally and professionally, Money Ready could be the perfect fit for you.



Our vision

A financially fluent population

Our mission

We bring the language of finance to life so that everyone can navigate their money with confidence, no matter where they start.



Our values

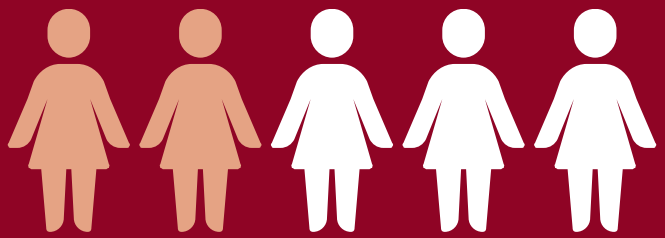
- Young at heart, serious in intent.
- Stories are the best means of education.
- We live in the real world.

These values underpin all that we do - shaping how we support young people and adults, collaborate as colleagues, and deliver work that has lasting impact. Working at Money Ready means contributing to something meaningful, in an organisation that values both purpose and people.



The need

Poor financial literacy is central to many problems people face today, including rising mental health issues, homelessness and unemployment. We're here to change that.



Only 40% of young people aged 16-24 feel confident managing their money, compared to 82% of over-64s.

Source: Financial Literacy and Entrepreneurial Skills, 2024, Money Ready & Visa



61%

of young people do not recall receiving any financial education in school.

Source: Compare the Market and Money Ready, 2023

Our work across the UK

Money Ready continues to grow its national presence, delivering financial education across all four nations of the UK.

From rural Scotland to the south coast of England, and from communities across Wales to towns in Northern Ireland, our dedicated regional teams deliver in-person sessions tailored to local needs, alongside virtual options where appropriate.

During the 2023–24 academic year, we supported 52,960 individuals through our engaging and accessible financial education programmes - empowering people to build brighter financial futures.



The role

Regional Manager (Edinburgh)

This is an exciting opportunity to join the schools directorate at Money Ready as we expand our immersive financial education programme in primary schools and build out a similar, immersive secondary school programme. Money Ready has a high performance culture with an emphasis on objectives, focus and ambition. It is the largest financial education charity in the UK and is highly regarded across the sector.

In the schools directorate, we have an objective to create an evidence-based blueprint of how to deliver high quality financial education in schools across the UK for the government, which can be rolled out to every school in the country. The unique elements of our programme are that we only work with member schools serving communities of greater disadvantage, we see the same children every year throughout their school life, and we have commissioned The Policy Institute at Kings College London to carry out an independent, longitudinal study to track the impact of our work. This is a unique study and in its fifth year it is showing a medium sized positive impact on our primary school children.

The role (continued)

The Regional Manager has overall delivery responsibility for the success of the school programme in their region (Central Scotland), as well as contributing to the ongoing evaluation and improvement of resources.

The post holder is also responsible for retaining member schools in the region, identifying and recruiting new eligible member schools (primary and secondary) and ensuring that our corporate partners and volunteers maintain their engagement with, and enthusiasm for, Money Ready. The Regional Manager is also responsible for ensuring the return of the pupil and staff surveys that allow us to assess our impact.

The post holder will co-ordinate and deliver workshops for children up to the age of 16, in schools, colleges and workplaces, and will manage and build relationships with the leadership teams at member schools in their region. The role will involve working with existing corporate partners as well as identifying opportunities and growing the number of corporate partners, supporters and volunteers in the region. They will also work closely with trainer colleagues across the region and will provide support to them and to the other regional managers, across the UK, when needed.

The role (continued)

This role would suit a personable, well-organised individual who has some experience of delivering content to children or younger people and who would enjoy the satisfaction of running their own successful business unit while increasing the life chances of children and building and developing business relationships in the area in which they live.

This role will largely involve working from home, however, we do require everyone to work an average of at least one day a week outside of the home. This could be for collaboration meetings with colleagues in the region, work in schools or meetings with corporate partners and volunteers.

As a result, there will be a requirement to travel regularly (frequency will vary depending on time of year, from daily to a couple of times a month) within the region to deliver workshops and attend meetings, and occasionally (on average, one day every 4-6 weeks) to attend a team day in another part of the country or to deliver in other regions as support or cover.

Key responsibilities:

Planning

- Work with member schools to establish the delivery plan for each school for the coming academic year and agree dates for School Based Activities and Workshops in line with agreed capacity and productivity planning calendar and framework
- Work with local corporate partners, colleges and universities to agree training and delivery plan for the coming academic year and recruit sufficient volunteers
- Gain commitment from all parties on times and dates for delivery and share plans across stakeholders
- Ensure required training is provided to volunteers ahead of delivery dates
- Ensure kit bags and resources required are in place and complete ahead of delivery dates

Delivery

- Deliver, and train others to deliver, accredited workshops to children in P1, P2, P3, P4, P6 and P7
- Maintain contact with school leaders and ensure teacher led resources are being delivered as required
- Support schools, corporate contacts, colleges and universities to ensure they remain engaged with the programme
- Travel to other regions, where required, to deliver workshops, receive training or provide support
- Provide support and supervision for volunteers; advise and guide where required.
- Train and support teachers in first year of membership to enable them to deliver the in school programme from second year of membership onwards

Key responsibilities:

Development

- Work with the regional manager team to evolve, enhance and develop the workshops and resources, so that they continue to be “best in class” and to stretch and grow the student’s confidence in, and knowledge about, basic maths, money and the world of work
- Keep training and delivery materials up to date for stakeholders, amending where necessary
- Recruit new schools in line with the capacity and productivity planning framework and plans for expansion into secondary schools

PR and Communications

- Represent Money Ready at external organisations, creating organic growth across the region, and growing and building the Money Ready network
- Post relevant updates and support other team members or the Money Ready page on social media (LinkedIn, X and Instagram)
- Collect collateral at events for use on social media
- Share useful information widely and openly with the relevant teams in Money Ready

Programme Development Projects

- Take ownership of specific projects to support Money Ready’s ambitions and objectives, e.g remote delivery, digital strategy, scalability and diversification

Key responsibilities:

Teamwork

- Attend and actively participate in team meetings, brainstorming sessions and Money Ready events and share good practice
- Contribute to and support the PR and communications strategy e.g liking, sharing and posting on social media and looking for opportunities to create collateral during day to day activity
- Attend and actively participate in weekly 1:1s
- Identify training needs, attend training, participate in appraisal process
- Proactively assist, support and, where required, lead delivery with/for colleagues in this region and with/for managers in other regions, as and when needed
- Identify and secure local support to enable the effective management of delivery “peaks”
- Increase team efficiency and capacity through training to enable support for the wider Scotland team in 16+ work.

Risk Management

- Ensure business risks are being managed effectively and that legal and regulatory requirements are fulfilled
- Participate in and complete all required training and, in particular, remain on top of current safeguarding guidelines and good practice.

Key responsibilities:

Administration

- Ensure that all administration required to support the programme is completed accurately and on time. This will include but is not limited to:
  - Managing PVG checks for volunteers
  - Updating school, volunteer and corporate records on Salesforce and ensuring they are complete
  - Linking emails to Salesforce to create a central record of communication
- Send emails to volunteers, schools and corporates in line with current policy or as requested
- Respond to incoming requests for information or volunteer opportunities in the region
- Cover the Money Ready email on an agreed rotation basis
- Gather and provide feedback on resources from schools and volunteers
- Working with Director for Schools and wider Senior Leadership Team, lead, run and manage a team day at a corporate partner office as per the agreed rota

Working across Money Ready

- Work with colleagues across the country as we continue to develop and grow the organisation
- Contribute to areas of the organisation that are 'outside' your immediate focus, acting as trusted counsel to those in roles or teams that are different to yours
- Embed yourself into the organisation, recognising that our strategy and business plan are yours to deliver and that our culture is shaped with you and by you

This Job Description outlines key responsibilities but is not an exhaustive list. Money Ready may make reasonable changes in line with business needs and legal requirements.

Person specification:

- **Resilient.** Someone who can manage their own priorities and enjoys working independently.
- **Self motivated.** Someone who can maintain momentum when working at a physical distance from the rest of the team.
- Strong organisation and planning skills. A detail oriented person who can juggle multiple priorities and stakeholders.
- **Natural relationship builder.** Evidence of an ability to build and manage relationships at all levels of seniority across a range of stakeholders in a professional yet authentic manner.
- **Team player.** Prioritising the achievement of Money Ready's overall objective and purpose.
- **Leadership.** Building trust and respect with school leaders, colleagues and corporate partners. Able to gain consensus and support for annual delivery plan.

Person specification:

- Experience of successfully presenting content to groups of people varying in size from a handful to 30 plus, both virtually and in person
- Evidence of effective partnership management and the development of successful business relationships inside and outside of your own organisation in managing and running programmes
- An unwavering commitment to equality and diversity in all your work.
- Awareness and, ideally, an understanding of how social and situational factors impact the people we serve.
- A keen interest in the welfare of our learners.
- An understanding of the UK formal and/or informal education landscape.
- An understanding of the local area in which you live and work.
- An understanding of learning pedagogy.
- An understanding of the importance of monitoring and evaluation of programmes.

Money Ready is committed to safeguarding and promoting the welfare of children and adults at risk. Appointment to this role will be subject to satisfactory references and the appropriate level criminal record check (PVG).



Benefits

- 25 days per year annual leave, pro rata full time equivalent (plus bank holidays) and scheduled Christmas-New Year break
- Pension scheme
- Income protection insurance
- Death in service insurance
- Cycle-to-work scheme
- Annual training allowance
- Enhanced maternity, paternity and adoption leave and pay
- Flexible working policy
- Hybrid working policy
- Season ticket loans
- Cash Health plan

Important dates

- Role Information Webinar - with Sarah Marks, Programme and Delivery Director, Schools: **Tuesday 15 September, 15:00-15.45pm**

Register here

- Deadline for applications: **midnight on Sunday 27 September**
- First round interviews: **Friday 2 October (online)**
- Second round interviews (in person): **w/c 26 October in Edinburgh**



How to apply

To apply for this role please:

1. Click here to access our vacancies site

2.Enter your details and submit a **CV and supporting statement (max. 2 pages)** that outlines how you meet the criteria for the role and your interest in Money Ready.

If you require any adjustments throughout the recruitment process, please contact Money Ready HR at jobs@moneyready.org

If you have any other questions about the application process, please contact Money Ready HR at jobs@moneyready.org




MoneyReady
Make money make sense