



Candidate Pack



Job Title: London Location Manager

Location: Hybrid Working - contracted to our London Hub, with significant in area travel.

Contract type: Permanent, Full Time

Hours: 37.5

Salary: £35,000 - 38,765 per annum dependent on skills and experience

About us

At Money Ready (formerly MyBnk), we empower people with the knowledge and confidence to take charge of their financial futures. 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.

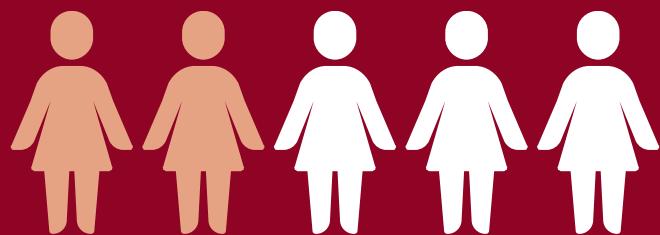
These values underpin all that we do - shaping how we support young people and adults, collaborate as colleagues, and deliver work that has lasting impact.

Working at Money Ready means contributing to something meaningful, in an organisation that values both purpose and people.



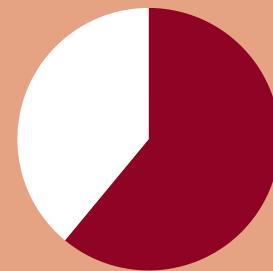
The need

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 2024–25 academic year, we supported over 58,000 individuals through our engaging and accessible financial education programmes - empowering people to build brighter financial futures.





Our strategy

Our 2024-2027 strategy 'Money: A Language for Life' outlines four strategic pillars:



Building habits



Expanding reach



Increased accessibility

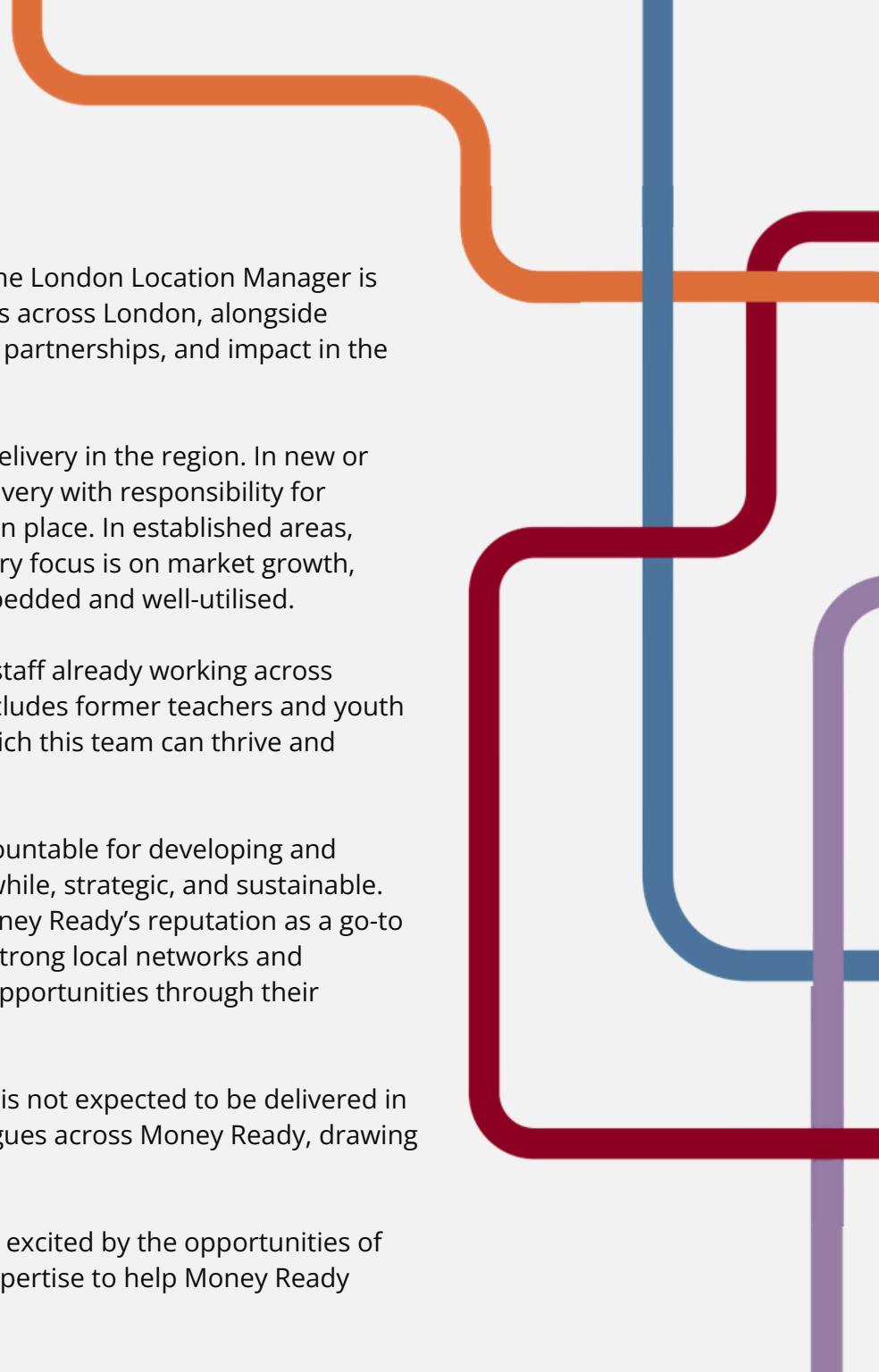


Tackling inequality



Click or scan here

The role



As part of Money Ready 16+ Programmes and Delivery Directorate, the London Location Manager is responsible for the successful delivery of Money Ready's programmes across London, alongside building sustainable, strategic growth of the organisation's presence, partnerships, and impact in the region (and, where appropriate, surrounding areas).

This is a hybrid delivery and growth role, shaped by the maturity of delivery in the region. In new or developing areas, the postholder will combine direct programme delivery with responsibility for growing Money Ready's footprint until additional delivery capacity is in place. In established areas, while there may be opportunities to contribute to delivery, the primary focus is on market growth, reach, and saturation, ensuring Money Ready's programmes are embedded and well-utilised.

The postholder will lead and support a high-quality team of delivery staff already working across London. Money Ready is proud of the calibre of its trainers, which includes former teachers and youth workers, and the role is responsible for creating the conditions in which this team can thrive and deliver consistently excellent programmes.

Together with the current London Location Manager, you will be accountable for developing and delivering a London location strategy, ensuring growth that is worthwhile, strategic, and sustainable. This is a strongly externally-facing role, focused on strengthening Money Ready's reputation as a go-to provider of financial education in London. The postholder will bring strong local networks and credibility, helping to open doors, build partnerships, and generate opportunities through their presence and leadership.

While the role requires a high degree of autonomy and ownership, it is not expected to be delivered in isolation. The London Location Manager will work closely with colleagues across Money Ready, drawing on central expertise and support to deliver regional objectives.

Money Ready is seeking ambitious, values-driven individuals who are excited by the opportunities of working in a growing charity and who are motivated to share their expertise to help Money Ready reach more people through everything we do.

Key responsibilities:

1/3

Location growth, profile and ambassadorship

- Establish Money Ready as the go-to provider of financial education in the London location
- Build and maintain strong location-based networks that generate opportunities for:
 - Referrals and access to programme participants
 - Local influence and systems change.
 - Local fundraising and income generation, in collaboration with the Fundraising Team
 - Act as an outstanding ambassador for Money Ready, representing the organisation with professionalism and credibility.
- Strengthen Money Ready's reputation, visibility, and influence across the London location through proactive relationship-building and external engagement

Programme delivery

- Deliver Money Ready's suite of programmes in a range of settings, supporting delivery of the organisational Business Plan and the Programmes and Delivery Directorate Delivery Plan
- Deliver programmes in line with Money Ready's education and accreditation framework, ensuring high-quality learning experiences and strong outcomes for children and young people
- Adapt delivery approaches to meet the needs of diverse learners, responding flexibly to group dynamics and learning needs in real time
- Complete all delivery-related processes, including planning, reporting, financial monitoring, resource allocation, safeguarding, and evaluation requirements
- Observe programme delivery to ensure quality, consistency and adherence to organisational standards
- Invest in your own professional development by learning from colleagues, reflecting on practice, and continuously refining delivery craft

Key responsibilities:

2/3

People management and support

- Line-manage London-based delivery staff
- Provide regular supervision, coaching, and performance management
- Identify training needs and deliver or coordinate team training, coaching and development
- Support recruitment, onboarding, and training of delivery staff in London
- Foster a positive, inclusive, and values-led team culture
- Lead recruitment processes for roles within the hub
- Ensure all line management responsibilities and people management decisions are carried out in line with relevant UK employment legislation and internal policies with clear, timely documentation to support fair, consistent and accountable decision making.

Programme development and innovation

- Use location-level insight and delivery experience to inform improvements to existing programmes, contributing to structured and evidence-informed development processes
- Support Money Ready to engage meaningfully with people to shape programmes, embedding a co-creation mindset across programme design and delivery
- Support Money Ready to innovate into new programme areas that advance the organisation's mission and strategic priorities.

Safeguarding and risk management

- Ensure all delivery staff and partners understand and follow safeguarding policies and procedures
- Identify, record, and escalate safeguarding concerns and delivery risks appropriately

Data, impact and learning

- Ensure accurate and timely collection of delivery, monitoring, and evaluation data
- Use data and qualitative insight to improve programme quality and outcomes in London
- Contribute to organisational learning by sharing regional insight, challenges, and best practice

Operational and financial oversight

- Manage London delivery budgets within agreed parameters
- Ensure efficient use of resources, venues, and staffing
- Support reporting to funders by providing London-specific data and narrative updates

Key responsibilities:

3/3

Flagship programmes and participant support (London)

- Provide strategic and operational leadership for Money Ready's flagship programme delivered from The Money House, ensuring it is delivered to the highest standard and reflects Money Ready's values, ambition, and approach to financial education
- Oversee site management, including risk assessments, health and safety compliance and required training
- Act as the point of responsibility for the day-to-day management, coordination, and performance of programmes delivered from The Money House, working closely with delivery staff, partners, and central teams
- Ensure The Money House operates as a centre of excellence for Money Ready in the capital, showcasing best practice in delivery, safeguarding, inclusion, and participant experience
- Lead the management of concrete financial support for participants in London, including bursary and grant programmes, ensuring support is delivered safely, fairly, and in line with organisational policies and funder requirements
- Oversee local processes for referrals, eligibility, decision-making, and distribution of bursaries and grants, working in partnership with central teams where required
- Work with colleagues across Programmes & Delivery, Fundraising, Policy, and Impact to ensure flagship programmes and participant support in London are strategically aligned, well-resourced, and evidence-informed
- Use insight from The Money House and bursary and grant activity to inform programme development, advocacy, and future investment in the capital
- Assist with volunteer engagement and contribute to providing positive, inclusive volunteer experiences

External relations

- Be the day-day connection to our accreditation partner and support the quality control processes that they implement
- Be the best ambassador for our work to all external stakeholders including young people, delivery partners, politicians, funders, the press, the wider education community, local authorities and so on
- Establish Money Ready as the go to provider for financial education programmes in your area. Build networks that will provide Money Ready with a range of opportunities in:
 - Building referrals for programme participants
 - Building local influence with key stakeholders (working with our policy team) Support local fundraising (working with our fundraising team)
- Be the best ambassador for our work to all external stakeholders including young people, delivery partners, politicians, funders, the press, the wider education community, local authorities and so on

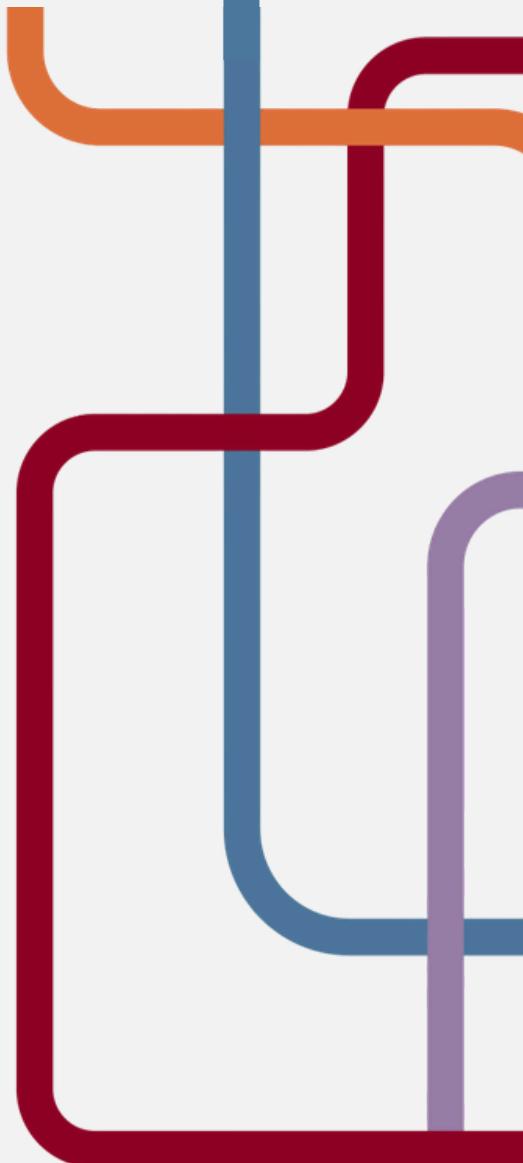
Working across Money Ready: Key Responsibilities

- 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.
- Comply with all Money Ready management processes – helping us to help you do the best job you can.

You will need a fluent command of English and the right to work in the UK.

As with all roles at Money Ready, this job description outlines the key responsibilities, requirements, and attitudes of the role. It is not an exhaustive list of tasks that need to be completed and Money Ready reserves the right to amend the job description as both the role and organisation evolve.

Naturally, the nature of our work means there will occasionally be a need to work outside of our core hours for which TOIL will be provided.



Person specification:

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You do not need to be an expert in financial education. We will provide all the training you need. There are also opportunities to undertake formal accredited training.

Education and qualifications

- Qualifications / Training in community relations, people management, teaching & learning are desirable but not essential

Experience

- Experience of launching and/or growing a programme and/or organisation in an area
- Demonstrable experience of effectively leading teams of staff
- Demonstrable experience of delivering education, training and/or other outreach work
- Demonstrable experience of working with young people and/or adults including at risk or vulnerable adults
- Demonstrable experience of your own commitment to learning and development

Knowledge, skills and abilities

- Leadership and Team Management – demonstrable ability to successfully lead, guide, and develop teams to deliver timely high-quality outcomes
- A confident and robust management style that effectively balances the needs of your team with the needs of the organisation
- Able to work independently and autonomously within the boundaries set by Money Ready and your manager
- A skilled networker who has an eye for opportunities – spotting areas of potential growth for Money Ready
- Desirable: Knowledge and networks in your area that mean you can hit the ground running
- Demonstrable experience in delivering project work collaboratively, in a timely manner, and to a high standard
- A confident and engaging delivery style
- Ability to adapt your delivery style to a range of contexts
- An understanding of the UK formal and/or informal educational landscape
- An understanding of the local area in which you live and work

Person specification:

2/2

Personal attributes

- A commitment to Money Ready's vision, mission, and values and ways of working that reflect these
- An open, inclusive and high standard leader who is strategically minded
- Possesses the ability to manage relationships effectively and create an inclusive working environment
- Is strategic and analytical with the ability to align team efforts with broader organisational goals
- A commitment to accountability for the team's outcomes that encourages responsibility within the team
- Has the ability to make informed, data-driven and evidence based decisions that contribute to the organisation's goals
- Demonstrates accountability for the team's outcomes and encourages responsibility within the team
- Possesses clear and concise communication skills, with the ability to adapt messaging to different audiences across the organisation
- Understanding and commitment to equity, equality, diversity and inclusion
- A keen interest in continuous learning and professional development

This job description is non-exhaustive and is subject to regular review with the post holder and is subject to amendments in line with the needs of Money Ready. This post is subject to satisfactory references, one of which must be from your current or most recent employer, and DBS checks.

Knowledge

- An unwavering commitment to equality and diversity weaved into all your work.
- Demonstrates knowledge and experience with safeguarding, and welfare of young people and young adults.
- An understanding of learning pedagogy.
- An understanding of the importance of monitoring and evaluation of programmes.
- To have achieved or be willing to work towards a level 3 Award in Education and Training (AET) or equivalent.



Benefits

- Flexible and hybrid working arrangements (role dependent)
- Enhanced annual leave
- Pension scheme
- Supportive family leave policies
- Wellbeing resources and initiatives
- Structured learning and leadership development
- Internal mentoring programme (TBC)
- Opportunities to learn from and collaborate with expert volunteers from our corporate partners

Important Dates

There will be an online information session with Area Manager South & Wales, Laura Ellis, on Wednesday 25th February at 4pm.

[Click here to sign up.](#)

You're welcome to join the webinar anonymously - just make sure to check your settings in advance. If you're unable to attend live, we still encourage you to register, as a recording will be shared with all registrants.

Important Dates:

- Deadline for applications: Monday 2nd March
- First round interviews (online): Thursday 12th March
- Second round interviews (in person): Tuesday 24th March



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





Money Ready

Make money make sense