



# Candidate Pack



## **Job Title:** Senior Area Manager

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

**Contract type:** Permanent, full time.

**Salary:** £45,831 - £50,500 per annum dependent on skills and experience

# 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.

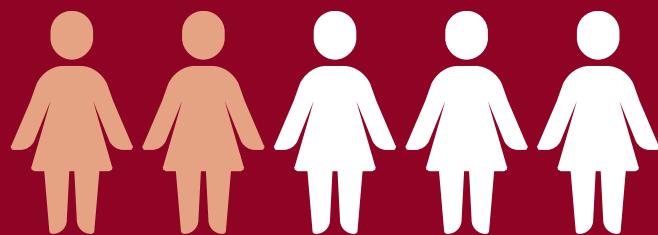
These values underpin all that we do - shaping how we support young people and adults, collaborate as colleagues, and deliver work that has lasting impact.

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



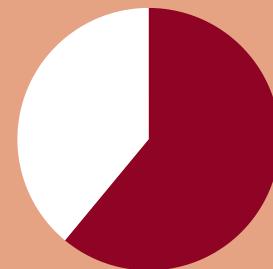
# The need

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.





# 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

## **Senior Area Manager**

To provide senior operational leadership across London and potentially further locations, ensuring efficient, high-quality delivery of Money Ready's programmes; strong funder and partner relationships; effective people and culture management; and continuous learning and improvement across the Programmes & Delivery Directorate



# Key responsibilities:

## 1. AREA OPERATIONS, DELIVERY & PERFORMANCE

- Deliver efficient, high-quality operations across all locations within remit, ensuring consistent management practices, streamlined processes, and strong performance oversight.
- Ensure that locations within your 'patch' operate within agreed efficiency benchmarks.
- Design and implement area strategic plans covering all aspects of operational delivery and external relations.
- Lead location teams to deliver Money Ready's full programme suite in line with KPIs set out in the Location Plans and Business Plan.
- Ensure location teams are actively represented in the development and implementation of central plans, policies, and procedures.
- Oversee programme quality, ensuring location managers receive regular training and are embedded in programme development work.
- Oversight of the testing, incubation, and scaling of programme innovations within locations.
- Take responsibility for Health & Safety compliance across all managed locations, ensuring risk assessments are current and incidents are properly reported and managed

# Key responsibilities:

## 2. BUDGET & FINANCIAL MANAGEMENT

- Manage area budgets, ensuring efficient resource allocation and financial sustainability across locations.
- Monitor expenditure against budget, identifying variances and taking corrective action where needed.
- Provide financial forecasting and reporting to senior leadership on area performance.
- Hold procurement authority up to agreed amount within agreed frameworks and policies.
- Ensure value for money across all location operations and delivery activities.

## 3. RESOURCE, CAPACITY & WORKFORCE PLANNING

- Contribute to organisation-wide capacity and resource reviews led by the Director.
- Support the development and implementation of a workforce planning model that strengthens alignment between forecast delivery demand and available staff capacity.
- Use delivery data, staffing insight, and local intelligence to inform sustainable workforce and delivery decisions.

# Key responsibilities:

## 4. STRATEGIC PROJECT & FUNDED PROGRAMME OVERSIGHT

- Provide strategic oversight and coordination of the delivery of major funded delivery initiatives.
- Accountable for the delivery of funded projects ensuring: Delivery partners and internal teams meet agreed milestones, targets, and reporting requirements, risks and dependencies are actively managed and that learning from implementation is captured, shared, and applied across the organisation.
- Lead significant departmental projects spanning internal development, cross-team collaboration, and external growth themes.

# Key responsibilities:

## 5. PARTNERSHIP MANAGEMENT

- Manage funder allocations, ensuring accurate and timely distribution aligned with organisational priorities.
- Lead delivery and partnership management, ensuring strong relationships, clear communication, and effective coordination with internal and external partners.
- Oversee funder reporting requirements in your area, delivering accurate, timely, and high-quality updates.
- Provide effective oversight of key partnerships and initiatives, including bursary and grant allocation, ensuring delivery expectations and contractual commitments are met.
- Plan and deliver partnership-related events, ensuring high-quality engagement and strong organisational representation.

# Key responsibilities:

## 6. PEOPLE LEADERSHIP, CULTURE & MANAGEMENT

- Provide direct line management to Location Managers, including regular 1-2-1s, annual appraisals, objective setting, and performance management.
- Provide leadership, mentoring, and coaching to Location Managers and teams to strengthen local planning, delivery management, and team leadership capacity.
- Support the growth and development of Location Managers and teams, with progress evidenced through delivery performance, leadership confidence, and feedback mechanisms.
- 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.
- Share critical information and updates with senior leadership to maintain alignment and organisational coherence.
- Lead the effective working of 'The Money House' site(s), ensuring these are community hubs which support the furthering of Money Ready's mission.

# Key responsibilities:

## 7. SAFEGUARDING

- Contribute to the Safeguarding Team. Ensuring all staff are trained and compliant with safeguarding policies within your locations.
- Ensure robust safeguarding procedures are in place and followed when working with children and adults.
- Take action on safeguarding concerns in line with Money Ready policy
- Promote a culture of safeguarding awareness across all teams and partners.

## 8. LEARNING, DEVELOPMENT & CONTINUOUS IMPROVEMENT

- Ensure Trainers and Location Managers have access to consistent training, reflective learning opportunities, and shared practice sessions. Lead designated learning hours as part of this work.
- Use learning insights to strengthen delivery practice, leadership capability, and organisational consistency.

# Key responsibilities:

## 9. EXTERNAL RELATIONS & ORGANISATIONAL AMBASSADORSHIP

- Grow and maintain momentum across all areas, identifying new opportunities for programme delivery and organisational growth.
- Where new areas are launching, establish Money Ready as the go-to provider for financial education programmes.
- Build networks that support: Referrals for programme participants, Local influence with key stakeholders and Local fundraising (working with the Fundraising team).
- Act as an ambassador for Money Ready, representing the organisation to learners, funders, politicians, and the education community.

# Key responsibilities:

## 10. SYSTEMS & DATA MANAGEMENT

- Maintain accurate records in Money Ready's CRM and management information systems.
- Use reporting tools to track performance, identify trends, and inform decision-making.
- Ensure location teams maintain high standards of data quality and compliance with UK GDPR requirements.

# Key responsibilities:

## 11. WORKING ACROSS MONEY READY

- Work collaboratively with colleagues across the organisation to support growth and development.
- Provide trusted counsel and support to teams and roles beyond immediate remit.
- Embed fully within the organisation, recognising that:
  1. Money Ready's strategy and business plan are collective responsibilities
  2. Organisational culture is shaped through leadership behaviours
  3. Comply with all Money Ready management processes and contribute to continuous improvement in ways of working.

# Additional Requirements

**Travel Requirements:** This role requires some travel, with occasional evening and weekend work to attend events and engage with stakeholders.

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.

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:

- 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**

- Demonstrable experience of developing and delivering strategic and operational plans.
- Demonstrable experience of effectively leading a team working across multiple areas, employing excellent leadership practice.
- Demonstrable experience of budget management and financial oversight, including monitoring expenditure and forecasting.
- Demonstrable experience of performance management, including conducting appraisals and managing capability issues.
- Demonstrable experience of excellent communication skills to a range of local stakeholders from young people to elected politicians.

# Person specification:

- Experience of managing regional/area operations in line with frameworks.
- Demonstrable experience of delivering and leading the delivery of programmes, training and/or other outreach work.
- Demonstrable experience of building professional networks and identifying opportunities for growth and innovation within the organisation's work.
- Demonstrate a high level of awareness of issues affecting diverse young people and adults.
- Demonstrable experience in creating and role-modelling a culture of high accountability in pursuit of strategic ambitions.
- Demonstrable experience in delivering project work collaboratively, in a timely manner, and to a high standard.
- Relevant experience incorporating data, evidence, and other insights to influence delivery and ways of working.
- Experience working with safeguarding policies and procedures, ideally with direct safeguarding responsibilities.



# Person specification:

## **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 connects the central culture to the area culture.
- A confident, engaging and credible communication style.
- Able to work autonomously within established boundaries, taking initiative and managing workload effectively without needing close supervision.
- Ability to navigate data, evidence, and qualitative feedback to influence Money Ready's growth plans.
- Deep level of understanding of issues impacting young people and adults, with a focus on improving their financial education and overall well-being.
- A deep understanding of the local areas in which you live and work.
- A deep understanding of the UK formal and/or informal educational landscape.
- Competent user of CRM systems, databases, and Microsoft Office/Google Workspace.
- Strong understanding of safeguarding principles and practices when working with children and vulnerable adults.



# Person specification:

## Personal Attributes

- 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.
- 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 commitment to Money Ready's vision, mission, and values and ways of working that reflect these.
- A keen interest in continuous learning and professional development.





# 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

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There will be an online information session with Helen Foster, 16+ Programme Delivery Director on Thursday 25<sup>th</sup> February at 5.30 to 6.15pm.

[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): Friday 13<sup>th</sup> March
- Second round interviews (in person): Wednesday 25<sup>th</sup> 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](mailto:jobs@moneyready.org)

If you have any other questions about the application process, please contact Money Ready HR at [jobs@moneyready.org](mailto:jobs@moneyready.org)





**Money Ready**

Make money make sense