

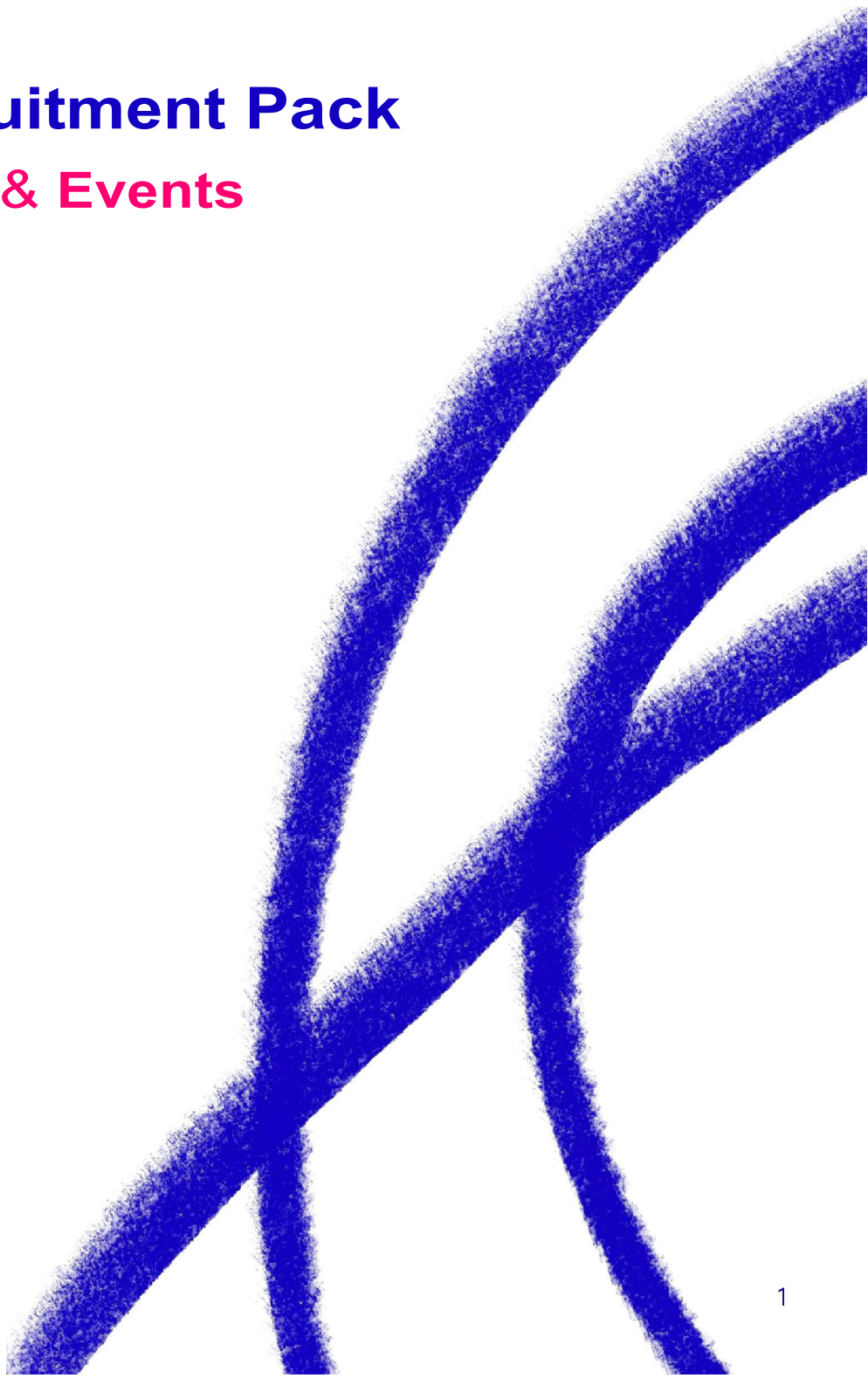


Staff Recruitment Pack

Community & Events

Fundraiser

March 2024



Thank you for your interest in working with Mind in Furness

Who are we?

Mind in Furness is an independent mental health charity based in Barrow in Furness and working across Furness, South Lakes and Copeland.

We are an active member of the national Mind Federation, linking us with over 100 other local Mind organisations across England and Wales, providing excellent opportunities for good practice sharing and partnership working.

Our purpose is to support people to achieve the best mental health and wellbeing possible. To achieve this, we:

- Support and empower individuals to address issues, develop coping skills and strengthen resilience by boosting confidence, motivation and increasing involvement.
- Advocate, challenge stigma, promote inclusion.
- Encourage service/community involvement and self-responsibility.
- Reduce isolation by creating social links, supportive networks and opportunities for peer support.

We believe that everyone can achieve good mental health and wellbeing and that resilience is the key to sustaining it.

We empower people to value and take care of their mental health. Our work ranges from 1:1 support (including Counselling) for people facing multiple and complex barriers, to preventative, educational and influencing work. We work in partnership with others to make mental wellbeing a priority.

We are determined to be an organisation that is representative of the diversity of the whole county and one that challenges the mental health inequalities faced by our communities.

Join us to connect, change and support people and minds.

Why Work For Us?

Everyone who works for Mind in Furness is fueled by a passionate belief that enabling people to achieve good mental wellbeing will reduce the number of people who go on to develop a mental health condition, and for those who do, to have a better chance of remaining well.

Working Hours

Our full-time hours are 35 hours per week. We are open to requests for flexible working hours, including compressed hours. Equipment is provided for anybody needing to work from home or from other venues in the community where appropriate.

Leave

Full-time staff have 30 days leave rising with length of service to 37 days per year (pro rata for part-time)

Learning and development

You will have protected time during regular supervision sessions with your line manager to reflect on and plan the work you do.

We provide a wide range of learning opportunities, including shadowing other staff, as well as regular training courses.

Who You'll Work With

Led by the Chief Executive Officer, the Fundraising Team plays a key role in generating income to enable delivery of services.

We endeavor to attract restricted and unrestricted income from a wide range of sources, including charitable trusts, grant giving organisations, public sector commissions, community and corporate fundraising.

The Chief Executive Officer coordinates the writing of bids and tenders with support from colleagues across the organisation, and directly line manages the Community & Events Fundraiser.

The Community & Events Fundraiser works alongside the Peer Support Coordinator and the Volunteer Coordinator and our Fundraising Volunteers to ensure we can engage with donors, supporters, event management teams etc.

Financial benefits

We offer the opportunity for staff to save for their retirement by providing a workplace pension scheme, with options for matched contributions up to 5%.

After completion of your probation, you will be eligible for the company sick pay scheme, which offers 13 weeks (per rolling year) at full pay

Your Role

You would be joining our Fundraising Team to add capacity around community and events fundraising, as well as supporting with development of annual fundraising strategy and action plans and general admin tasks related to the fundraising function.

Whilst fundraising experience would be an advantage, you don't need to have worked in a fundraising role before. We're looking for someone who has experience in a customer facing role and who is skilled in building relationships. A key aspect of your role will be providing a high standard of supporter engagement and stewardship to inspire and encourage people to donate to and fundraise for Mind in Furness long-term.

We're also interested in experience of events planning and delivery because the Community & Events Fundraiser will lead on delivery of Mind in Furness events, as well as our involvement in community wide events.

A good working knowledge of common IT software, including Office 365, is essential, as is experience of using video conferencing platforms.

Being able to manage your own workload and keep on top of scheduling and prioritisation is a big part of the job.

This is an excellent opportunity for an enthusiastic individual who is interested in working as part of a small team, supporting the development and delivery of Mind in Furness services through attracting funds.

Please note: Please note: Mind in Furness follows Safer Recruitment practices and has a commitment to safeguarding people who use our services. Therefore, this role is subject to a basic Disclosure and Barring Service (DBS) check so all applicants must be willing to undergo the check. If invited to interview, we will ask you to provide evidence of your qualifications and right to work.

Job description

JOB TITLE	Community & Events Fundraiser
Employer	Mind in Furness Ltd
REPORTING TO	Chief Executive Officer
Hours Worked Per Week	A minimum of 28 hours, up to 35 hours (full time) per week (will include occasional weekend and evening work where events require)
Location	The role will be a mix of home and office working and at times involve travel across Barrow, Ulverston, Millom and the surrounding districts
Remuneration Package	£27000per annum (Full Time) 5% contributory pension scheme 22 days Annual leave (+ statutory bank holidays) increasing annually up to 27 after 5 years
Contract	Permanent depending on fundraising performance and continued business need

Summary of role	<p>As an independent charity responsible for sourcing all our own funding we have a strong emphasis on engagement, involvement and participation across our communities in order to create strong networks and sustainable funding streams.</p> <p>In this exciting and challenging role, you will be an integral part of our fundraising team growing and developing the charity's fundraising activities to meet annual income targets. You will be responsible for growth of income via third party events, alongside coordinating Mind in Furness' own community fundraising events and stewarding supporters to ensure people have a great experience of fundraising for Mind in Furness.</p> <p>You will look at opportunities for developing new income streams to maximize fundraising potential. (lotteries, gift aid, retail, charity of the year etc.)</p> <p>You will grow the number of people who support us through fundraising activities including encouraging people who donate to become more involved in supporting Mind in Furness.</p>
JOB PURPOSE	<p>To help protect the services we offer, and to be more financially sustainable, our key goals going forward are::</p> <ul style="list-style-type: none"> • to grow our public profile, • to develop new fundraising activities and • to maximize the level of public donations we receive through fundraising activity, bequests and donors

KEY RESPONSIBILITIES

Core Fundraising Accountabilities

1. To develop and support delivery of fundraising initiatives/events/challenges
2. Provide stewardship/encouragement/support to those undertaking fundraising
3. Respond to fundraising enquiries via phone, email and social media channels, providing accurate and engaging information to encourage their support.
4. Develop and deliver an annual community fundraising plan and monitor against goals to ensure Mind in Furness achieves its community fundraising targets.
5. Organise fundraising equipment, ensure stock levels are managed, tracked and returned.
6. Identify opportunities in new/unexplored areas of fundraising.
7. Identify potential local business supporters, either through participation in events and challenges or through support given to corporate partnerships and COTY schemes
8. Ensure local fundraising, community events, activities and collections are run effectively, and operate within all legal guidelines

Supporting volunteers, fundraisers and local business Partners

1. Work with the Volunteer Coordinator to identify, recruit, engage and support event & fundraising volunteers
2. To provide regular updates, contact and engagement opportunities for those involved in fundraising and to ensure adequate processes of recognition are in place.

Promotion

1. Maintain up to date and detailed knowledge about Mind in Furness projects and activity to ensure you can undertake promotion of the organization.
2. Create engaging fundraising content for our audiences, including e- communications, website articles and social media posts, ensuring our website contains up to date fundraising information and the most effective online donation methods.
3. Represent Mind in Furness ensuring maximum media coverage of all fundraising events, taking part in interviews and photo calls where necessary, and supporting fundraising volunteers/donors/local business supporters to do so also

General Accountabilities

4. Ensuring you follow all practices and procedures in accordance with a healthy and safe working environment including Lone Working Procedures.
5. To adhere to all the Mind In Furness service standards policies and procedures
6. To comply with Data Protection regulations, ensuring that donor information remains confidential and is collected and stored in line with GDPR requirements
7. To ensure all aspects of diversity and inclusion are adhered to and to work in a manner that facilitates inclusion particularly with people with mental health issues
8. To undertake appropriate monitoring, recording and evaluation of activities capture, record and report relevant statistics, results and objectives and outcomes
9. Attend internal and external meetings and training, as and when necessary.
10. Undertake flexible working hours, including weekend and evening work when required (where possible, working hours don't go above the contracted hours but this is sometimes unavoidable so we operate a time off in lieu (TOIL) policy, this allows any time owed to be taken back at a later date).
11. Travel across our area of operation (travel expenses reimbursed, except for usual commute to and from work).
12. Contributing to our overall vision and mission and undertaking any such tasks as deemed appropriate within the post holder's competence as required by the CEO.

Person specification

<p>Mind in Furness is committed to employing staff that have the necessary skills and experience to undertake the duties required of each role. In addition, Mind in Furness is committed to developing and supporting staff, enabling each individual to carry out the responsibilities of their post to the best of their ability. Staff are required to take part in mandatory training. The organisation would expect the following from individuals applying for this post.</p>			
You will be asked to evidence these attributes/skills in your application and interview	Essential	Desirable	
<p>Qualifications</p> <ul style="list-style-type: none"> • There are no specific qualifications required but evidence of relevant training and development to the role is desirable. • 1 years' experience of working alongside volunteers • 1 years' experience of working in a mental health environment 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
<p>Experience</p> <ul style="list-style-type: none"> • Relevant work experience in similar role or with transferable skills • Experience of providing a high standard of customer care • Experience of charity/community fundraising • Experience of events management and coordination • Experience of recruiting and supporting volunteers • Experience of working within the third/voluntary/charity sector • Experience of supporting people with experience of MH issues • Experience of using social media and digital marketing as a promotional & engagement tool • Experience of working in a team that has annual targets to achieve 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	
<p>Knowledge and Ability</p> <ul style="list-style-type: none"> • Knowledge of CRM systems • Ability to develop and deliver presentations and promotional talks • Ability to communicate to a range of audiences • Relationship building and motivational skills • Excellent organisational/project management skills • Ability to implement monitoring/evaluation procedure & produce accurate/informative reports • Understanding of issues faced by people experiencing poor MH • Ability to use a range of office based software packages and IT systems, including video conferencing • Knowledge and understanding of professional boundaries, lone working, confidentiality, and data protection policies and procedures • Ability to remain calm whilst manage conflicting demands and priorities on time • Flexible attitude to working hours 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Effective communicator • Problem solver & decision maker • Methodical and organized • Creative 	<ul style="list-style-type: none"> • Understands & values diversity • Maintains confidential and ethical boundaries • Motivated and able to engage, motivate and inspire 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	

How to apply

If you would like to discuss the job before applying, contact Karen Dobson, CEO – karen.dobson@mindinfurness.org.uk

Applications must be submitted using a Mind in Furness job application form, which can be downloaded from our website www.mindinfurness.org or requested by email schoolstreet@mindinfurness.org.uk

The deadline for applications is 9am on Friday 12th April 2024.

Email your completed application form to schoolstreet@mindinfurness.org.uk Please do not convert your form to a PDF, otherwise it will not be possible for us to remove the identifying information before sending your application to the recruitment panel.

Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.

If you are successful you will be invited to attend for interviews in- person at the Mind in Furness office in Barrow in Furness. (Date to be confirmed)

If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.

If you have any questions about the application process or require support with the process, please contact us on 01229 827094.

Mind in Furness

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www.mindinfurness.org.uk

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