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**Mind in Gwent**

**Job Description**

**Community Fundraising Coordinator**

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| **Job Title** | Community Fundraising Coordinator |
| **Responsible To:** | Head of Income Generation and Business Development |
| **Salary Scale** | NJC scale 15 - 22: £29,093 - £32,654 per annum pro rata for part-time roles |
| **Location** | Hybrid |
| **Contract hours** | 30 hours per week |
| **Contract Term:** | Permanent subject to yearly performance reviews. |

**PURPOSE OF POST:**

Mind in Gwent, as part of its Income Generation and Business Development strategy, is seeking to increase the amount of money raised through commercial and voluntary income sources – including community fundraising, training, corporate contracts and paid-for wellbeing services.

The Community Fundraising Coordinator will be responsible for increasing the income generated through community fundraising activities taking the lead in coordinating, expanding and developing community fundraising activities at the same time as enhancing Mind in Gwent’s profile in order to encourage connections with our local community, increase fundraising and commercial income.

Working alongside the Head of Income Generation and Business Development, the Community Fundraising Coordinator will have an exciting opportunity to expand and develop Mind in Gwent’s community fundraising work, contribute to other sustainability and growth activity at Mind in Gwent and in the process develop their own skills as a community fundraiser.

**Principal Responsibilities:**

1. To coordinate and plan all of Mind in Gwent’s community fundraising activity, including providing advice and support to volunteers running their own events.
2. To act as the first point of contact for all fundraising enquiries, and to respond promptly to all requests for information and resources.
3. To ensure that all community fundraisers have the resources that they need to run their own events, and that volunteers are aware of their responsibilities when hosting their own “in aid of” events.
4. To ensure that all community fundraisers have a positive experience, and are given the appropriate level of support based on their needs and on the scale of their event.
5. To acknowledge donations received, including online donations, and to appropriately thank all donors in a timely fashion.
6. To positively influence the local reputation of Mind in Gwent, including through proactive communications, social media, website updates and letters.
7. To record fundraising activity, events and fundraisers in compliance with GDPR on agreed database systems and to use this information to provide reports, make recommendations, to collate case studies, quotes and other evidence, to showcase the work of Mind in Gwent and demonstrate its impact.
8. To encourage repeat fundraising activity and long-term relationships with Mind in Gwent by developing and coordinating a professional programme of stewardship.
9. To proactively seek out fundraising opportunities, including organising and developing a small number of Mind in Gwent’s own fundraising events, in order to maximise income whilst also developing Mind in Gwent’s local profile.
10. With the support of other staff, to encourage Mind in Gwent’s service users to engage in fundraising activity, and to become active members of Mind in Gwent.
11. To manage an annual programme of bucket collections throughout Newport, recruiting volunteers where needed.
12. To manage Mind in Gwent’s static collection box scheme, and to take steps to minimise the risks of theft and fraud wherever possible.
13. To recruit and supervise fundraising volunteers to assist with specific projects.
14. To lead and manage Mind in Gwent’s programme of challenge fundraising, including Mental Elf and Newport Marathon, ensuring that supporters have a positive experience whilst also maximising fundraising income.
15. To promote Mind in Gwent’s programme of training courses, talks, workplace counselling and consultancy to local organisations, including businesses, statutory sector and third sector organisations as appropriate.
16. To manage Mind in Gwent’s inventory of fundraising resources, including maintaining accurate records of collection boxes and buckets when used by volunteers.
17. To ensure that all cash is handled in accordance with Mind in Gwent’s policies and with the Fundraising Regulator’s Code of Practice.
18. To ensure that all donations and contacts are recorded appropriately on Mind in Gwent’s fundraising database.
19. To represent Mind in Gwent at external fundraising events as appropriate.

**Expectations**

1. To be a positive role model for Mind in Gwent at all times, and to represent Mind in Gwent at external events.
2. To work in line with, and to support the delivery of, the vision, mission, values and goals of the Sustainability and Growth Strategy, and Mind in Gwent, and to be a champion for Mind in Gwent at all times.
3. Adhere to and work within all the policies of Mind in Gwent, such as child protection policy, protection of vulnerable adults, confidentiality and data protection policies, and the policies contained within the employee handbook.
4. To actively participate, engage with, and respond to, the Mind in Gwent supervision and appraisal processes.
5. To attend and positively contribute to Sustainability and Growth and Mind in Gwent meetings and other meetings as required.
6. To attend and positively contribute to training as required.
7. To actively contribute to a positive, supportive and constructive working ethos within the Income Generation and Business Development Team, in Mind in Gwent, in partnerships, and with other organisations.
8. To contribute to making Mind in Gwent a greener workplace.
9. To support and contribute to our overall aim of being committed to working alongside people with experience of mental health problems, whether as colleagues (paid & unpaid) or people we provide services to.
10. To be flexible, adaptable and undertake work to support the aims of the Income Generation and Business Development Team and Mind in Gwent as required.

**Disclosure and Barring Service Check**

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

**Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job, each point should be addressed in your application form. The second column indicates whether the characteristic is essential (E) or desirable (D).

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| **Experience** | |
| 1. Demonstrable experience of engaging positively with people in a variety of situations, preferably in a fundraising, public-facing or customer service environment. 2. Experience of marketing and promotion including the design and development of marketing activities and materials to support this. 3. Experience of using digital systems, spreadsheets and databases to record information accurately, including financial data. 4. Experience of working to targets and reporting progress to other members of a team. 5. Experience of handling cash in a professional environment. 6. Experience of managing or supervising volunteers. 7. Experience of working or volunteering in a charity environment, preferably in a fundraising capacity. 8. Direct or indirect experience of mental health problems. | E  E  E  E  D  D  D  D |
| **Skills/Abilities** | |
| 1. Able to communicate effectively, orally and in writing, to a high standard with a diverse range of people and audiences at different levels of understanding and ability. 2. A friendly and warm approach with supporters and volunteers, and the ability to confidently represent Mind in Gwent in a variety of situations. 3. Able to network and build effective successful working relationships with a spectrum of individuals, groups and organisations. 4. Able to work successfully on your own initiative and as part of a number of teams and partnerships. 5. Able to organise and prioritise own workload effectively whilst facing competing demands and pressures to achieve objectives. 6. Able to empathetically balance the needs of service users, supporters, volunteers and staff, with the commercial and financial interests of Mind in Gwent. 7. A methodical, meticulous approach to work with excellent attention to detail, and a positive approach to data collection and recording. | E  E  E  E  E  E  E |
| **Equality and Diversity** | |
| 1. Able to identify, understand and respond to the differential impact that disadvantage, inequality, stigma and discrimination have on individuals, communities and groups. 2. A demonstrable commitment to equality of opportunity and a positive approach to diversity. 3. A demonstrable commitment to working alongside people with mental health problems or experience of mental health problems as colleagues. | E  E  E |
| **Education and** **Training** | |
| 1. A relevant degree or equivalent experience suitable to the role. 2. Knowledge of the Fundraising Code of Practice and General Data Protection Regulations, and how they affect community fundraising and working with volunteer fundraisers. 3. Training relevant to the role such as mental health, volunteer management, business development, fundraising and customer service. | E  D  D |
| **Other** **Requirements** | |
| 1. A commitment to acquiring the skills, knowledge and understanding, through training and other opportunities, to become an expert in volunteering and mental health. 2. Willingness to be flexible in meeting the needs of people with mental health problems, the needs of the Project, Mind in Gwent and the needs of other stakeholders as appropriate to the role. 3. A commitment to the ethos and values of Mind and Mind in Gwent. 4. A clean driving licence, access to a roadworthy car and a commitment to travel to, and work from, various locations across Gwent and Wales. 5. Willingness and ability to work during evenings and weekends when representing Mind in Gwent at external events (time off in lieu will be given as part of Mind in Gwent’s flexible working policy) | E  E  E  E  E |

We will consider any reasonable adjustments under the terms of the Equalities and Human Rights Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post and to attend an interview.

The Job-holder will ensure that Mind in Gwent's policies are reflected in all aspects of his/her work, in particular those relating to:

1. Child Protection and the Protection of Vulnerable Adults
2. Equalities and Human Rights

(ii) Health and Safety

(iii) Data Protection