



**Job Title:** Fundraising and Events Assistant

**Line Management:** Fundraising and Marketing Coordinator

**Location:** Dunmow and throughout West Essex

**Hours:** 18.5 hours

**Contract Type:** Permanent

**Salary:** £9.79

**The organisation:**

Mind in West Essex is a local, independent mental health charity. We affiliate to Mind (the National Association for Mental Health) a charity with which we share common values and principles.

Our vision is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

Mind in West Essex welcomes applications from people with their own personal experience of mental ill health.

**Purpose of the job:**

To assist the Fundraising and Marketing Coordinator in generating un restricted income that will support Mind in West Essex to be more financially sustainable and in doing so improve our ability to deliver on our mission.

Two of our key goals going forward are to grow our public profile and to increase the level of public donations we receive through fundraising activity, bequests and donors.

We are looking for a dynamic, motivational and well organised individual to join our team and to help us achieve these goals

### **Key task areas and responsibilities:**

The successful post holder will;

- Research local organisations and opportunities for corporate partnerships, charity of the year, individual and legacy giving
- Support fundraising volunteers and local businesses within the fundraising activity of the organisation
- Support and run brand awareness and fundraising events / stalls to increase our visibility and income
- Assist with Fundraising Coordinator in reporting accurate records on all aspects of fundraising activity
- Undertake general promotion of the organisation, our services and other Activity
- Support in the development of a cost effective fundraising strategy for Mind in West Essex

### **Main Duties**

#### **Fundraising Activity**

1. To support in the delivery of public fundraising initiatives, events and challenges for Mind in West Essex
2. To aid in the support to individuals, volunteers and local businesses undertaking fundraising activity for Mind in West Essex
3. To research and make contact with local business supporters, either through participation in events and challenges or through support given to corporate partnerships and charities of the year
4. To support in the maintaining of records for all events and fundraising
5. Support in the continued relationship with our fundraisers through email newsletters, social media and postal communications

#### **Supporting volunteers, fundraisers and local business Partners**

6. Support fundraising volunteers, including from within our existing volunteer workforce
7. To assist in providing regular updates, contact and engagement opportunities for those involved in fundraising

8. To have the confidence to speak to organisations and individuals about supporting Mind in West Essex and the different ways they can do so

### **Promotion**

9. Maintain up to date and detailed knowledge about the activity of Mind in West Essex

10. Attend local events by request to promote the work of Mind in West Essex and support volunteers to undertake the same

11. Support the Fundraising and Marketing Coordinator in distributing regular communications including social media, mailings and newsletters

12. To support the Fundraising and Marketing Coordinator in sourcing and designing new branded merchandise

### **General**

13. To attend regular supervision and annual appraisal, identifying any relevant support and training needs and addressing these with your line manager

14. To identify and be proactive about your own Continuing Professional Development (CPD) programme in agreement with your line manager

15. To understand, promote, keep up to date and comply with all policies and procedures and guidelines of the organisation

16. To undertake any other tasks, duties or projects which may arise from time to time and as directed by your line manager

### **Person Specification:**

We would expect the post holder to have excellent communication skills, the ability to excite and motivate staff and fundraisers and to have some experience of fundraising or events. We are looking for someone who has innovative ideas to bring to the organisation on supporting and retaining fundraisers during this economically difficult time.

The post holder will be required to work some evenings and weekends due to the nature of the role. In the application form you are asked to demonstrate to us how you meet the following person specifications. The information you provide there is the key manner in which we assess application forms.

We would strongly advise that within the application form you list each person specification below followed by examples of relevant skills, experience and knowledge that demonstrates how you meet it. The more information you give us the more we are able to effectively assess your application.

We appreciate that the nature of this post requires a broad range of skills and experience. We would encourage applicants to list any transferable skills they feel relevant. We will provide training and support for a successful candidate who may lack experience in some of the areas specified, to fill skills/knowledge gaps.

## **Experience**

1. Experience of fundraising either within an organisation or personally
2. Experience of attending or organising events
3. Experience of working within the third/voluntary/charity sector
4. Experience of using communications software
4. Experience of supporting people with lived experience of mental health issues

## **Skills and Abilities**

5. Ability to deliver promotional talks to organisations
6. Ability to communicate effectively and clearly to a range of individuals and audiences
7. Ability to use online and digital software
8. Excellent organisational skills
9. The confidence to share ideas and previous experience
10. The ability to work as part of both a small and larger team
11. Has the ability to work well independently
12. Is able to work flexible hours

## **General Abilities and Knowledge**

13. Evidence of the ability to work calmly and remain resilient whilst under pressure
14. Understanding of the issues faced by people experiencing mental health problems
15. The ability to use a range of office based software packages and IT systems
16. There are no specific qualifications required but evidence of relevant training and professional development relevant to the role is desirable.

## **Additional Essential Criteria:**

- Willingness to undertake an enhanced DBS check
- Valid UK driving licence and access to transport

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.