Bristol Mind

35, Old Market Street

Bristol

BS2 0EZ

Tel. 0117 9800370

Fax. 0117 9297644

director@bristolmind.org.uk



November 21st 2019

Dear Applicant

Thank you for your interest in this post of Fundraising and Networking Coordinator at Bristol Mind. We are looking to recruit someone with the enthusiasm, commitment and skills to support the development of the organisation. The purpose of the role is to continue to develop and implement a cost effective fundraising strategy, to raise money for Bristol Mind by maximising all opportunities, and building new relationships with the local community.

Please find below a job description, person specification and application form (or download from [www.bristolmind.org.uk](http://www.bristolmind.org.uk)). Completed application forms should be **sent to** [**admin@bristolmind.org.uk**](mailto:admin@bristolmind.org.uk) **or if by post to the address above marked for the attention of Dani, General** **Administrator.** Please ensure you address all the points of the job description.

Closing date for applications is **Thursday 5th December 2019 @ 17:30**

Interviews will be held on **Wednesday 11th December 2019**

If you would like to have an informal discussion about the post before applying please call me on 0117 9800386

Best wishes

Tom Hore

Director

Job Description

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| **JOB TITLE** | Fundraising and Networking Coordinator |
| **REPORTING TO** | Director |
| **SALARY** | NJC point 23-25 £26,999 - £28,785 dependent on experience + 6% pension |
| **PERIOD OF CONTRACT** | Permanent |
| **WORKING HOURS** | Full time 37 hours / week |
| **ANNUAL LEAVE** | 25 days per annum + Bank Holidays |

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| **JOB PURPOSE** | To support and maintain our existing working relationships with fundraisers, including Charities of the Year organisations (COTY) and develop new fundraising opportunities through building new relationships with the local businesses and communities. To represent and raise awareness of Bristol Mind and the work that it does. |

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| **KEY RESPONSIBILITIES** |
| 1. To work with the senior management team and trustees to develop and implement a fundraising strategy for Bristol Mind. 2. To Identify and apply for new grant funding sources, including trusts, foundations and grant giving bodies 3. Cultivate potential funders including arranging visits and delivering presentations to secure their support. 4. To devise a strategic approach to developing COTY partnerships. 5. Manage a portfolio of fundraisers including overseeing relationships, writing acknowledgements, thank you letters, ensuring regular communication and support 6. To create and implement new fundraising ideas and opportunities – including legacy giving, small scale local events, and potential annual major fundraising opportunities. This will include developing promotional material, obtaining sponsorship, recruitment of participants and management of events. 7. To respond to the interest from the public, volunteers, fundraisers etc. (by phone, email, mail and in person) including responding to requests for information, fundraising materials etc. 8. To ensure that local fundraising events, activities and collections run effectively and are well planned, marketed and supported. 9. To attend local fundraising activities, cheque presentations and events. 10. To give talks and presentations to local organisations i.e. schools, rotary clubs, W.Is etc., to increase awareness of and support for Bristol Mind. 11. To promote, coordinate and support individuals and groups of volunteer fundraisers. 12. To promote the opportunities for fundraising and the work of Bristol Mind. 13. To ensure that accurate and up to date financial and supporter records are maintained and accessible 14. To provide reports and information about activity, performance, supporters, volunteers etc. as necessary and upon request. 15. To ensure that social media and the website are kept up to date with information relating to fundraising events. 16. To promote and implement Bristol Mind’s policies. 17. To participate in supervision, appraisal procedures and training as agreed or directed. 18. To undertake such other duties as would be reasonably required for a post of this level of responsibility, as directed by the Director or Senior Management Team of Bristol Mind. |

Person Specification

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| --- | --- |
| Bristol Mind is committed to employing staff that have the necessary skills and experience to undertake the duties required of each role. In addition, Bristol Mind is committed to developing and supporting staff, enabling each individual to carry out the responsibilities of their post to the best of their ability. The organisation would expect the following from staff | |
| **Essential/Desirable** | |
| **EXPERIENCE**   * Two years’ experience of organising and promoting income generating/ marketing events * Track record of successful community fundraising in either a voluntary or paid capacity * Proven track record of meeting financial and non-financial targets * Experience in partnership fundraising and/or relationship building * Experience of coordinating volunteers | E  E  E  D  D |
| **SKILLS AND ABILITIES**   * Excellent verbal, written and presentation skills * Ability to develop and motivate individuals and groups of volunteers * Planning and administration skills * Marketing and PR skills and experience * Computer literate, including social media and database management * Basic graphic design and/or photography skills * Ability to set and manage own priorities, work independently and act on own initiative whilst relating to other people on key issues * Experience of using social network channels for fundraising/ promotional purposes * Negotiating and influencing skills * Web editing experience | E  E  E  E  E  E  E  D  E  D |
| **KNOWLEDGE**   * Knowledge of issues affecting people with mental health problems * Understanding of the voluntary sector | D  E |
| **ATTITUDES**   * Resourceful, innovative, self-motivated and target driven. * Empathic for people with mental health challenges and their carers * Trustworthy, patient and a good relationship builder * Enjoys working as part of a team * Able to work evenings and weekends where necessary with prior notice | E  E  E  E  E |
| **GENERAL**   * Have own transport and be prepared to travel in Bristol and the surrounding area. | E |

APPLICATION FORM (Part 1)

|  |  |
| --- | --- |
| **POST APPLIED FOR:** |  |

**The first two pages will be detached on arrival and will not be seen by the Selection Panel unless** **you are invited to Interview.**

##### Please complete in black ink or type.

|  |
| --- |
| PERSONAL DETAILS **Full Name: Mr./Ms/Mrs./Miss/other.**  **Address:**  **Email:**  **Post Code:**  **Tel. No. home: work:** |

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| **REFEREES**  **Name:**  **Address:**  **Email:**  **Tel no.: Relationship to you:**  **Name:**  **Address:**  **Email:**  **Tel no. Relationship to you:** |

**Are you related to anyone currently involved with Bristol Mind either paid staff, or a member of the Executive Management Committee?**

**Have you had any involvement with Bristol Mind in a paid or unpaid capacity?**

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| Bristol Mind believes that ex-offenders, like every other applicant, should be considered for paid/voluntary work on the basis of their commitment and ability to do the job. However, paid and volunteer staff will be required to work with groups of people deemed vulnerable by the Rehabilitation of Offenders Act 1974. Due to the nature of the job, this post is exempt from the Rehabilitation of Offenders Act 1974.  Do you have any criminal convictions, which you feel we need to know about? YES / NO  Please declare all criminal convictions, which relate to the handling of finance, fraud, or thefts or crimes against persons. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check. |

If called for interview, are there any access issues or other factors, which would ensure it is comfortable and accessible to you?

###### All the information I have given here is true. I understand that if have made a false statement, any subsequent offer of, or contract of employment may be withdrawn. I consent to the use of all this information for considering my application, and understand that:

* It will be treated confidentially at all times in accordance with the 1998 Data Protection Act
* If I am successful it will form part of my personnel records
* If I am unsuccessful the information will be destroyed after six months

**Signed Date**

##### APPLICATION FORM (Part 2)

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| --- | --- |
| **POST APPLIED FOR:** |  |

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| --- |
| **CURRENT OR MOST RECENT PAID / UNPAID EMPLOYMENT**  **Employer**  **Address**  **Post Title**  **Key Duties / Responsibilities**  **Date started Period of notice required / Date finished** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUALIFICATIONS & TRAINING RELEVANT TO THIS POST (most recent first)** | | | | | |
| **Subject** | **Qualification** | | **Place of Training** | | **Dates** |
| **PREVIOUS PAID / UNPAID EMPLOYMENT (most recent first)** | | | | | |
| Employer Name & Address | | **Post & Brief Outline of Duties** | | **Dates** | |

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| **FURTHER INFORMATION**  **Why you are interested in this post, and what skills and experience do you think you could bring to it? Please tell us about any relevant experience you have acquired. This may be from current or previous jobs, but also be from community/voluntary work, experiences gained in the home or through leisure interests. Please address the Person Specification points in this section.**  **FURTHER INFORMATION (continued)**  **Please continue on additional sheets if necessary.** |

##### Please do not send any CV’s with this application

**Please return the completed application form to:**

**Bristol Mind, 35, Old Market Street, Bristol BS2 0EZ marked Job Application**

Bristol Mind   
Equalities Monitoring Form

Please be assured that this information is held anonymously and cannot be traced to you individually, nor will it be attached to your application.

1. What is your ethnic group?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White | Mixed or Multiple Ethnic Groups | Asian or Asian British | Black or Black British | Other Ethnic Group |
| British | White and Black Caribbean | Indian | African | Arab |
| Irish | White and Black African | Pakistani | African Somali |  |
| Irish Traveller | White and Asian | Bangladeshi | Caribbean |  |
| European |  | Chinese |  |  |
| Eastern European |  |  |  |  |
| Roma |  |  |  |  |
| Any other white background – please state: | Any other mixed background – please state: | Any other Asian background – please state: | Any other Black background – please state: | Any other ethnic group – please state: |
| Prefer not to answer | | | | |

2. How would you describe your gender?

|  |  |  |
| --- | --- | --- |
| Female | Male | Other – please describe: |
| Prefer not to answer | | |

3. Do you consider yourself to be Trans or as having a Trans history?

|  |  |
| --- | --- |
| Yes | No |
| Prefer not to answer | |

4. Which age band are you in?

|  |  |  |  |
| --- | --- | --- | --- |
| 18 - 24 | 25 - 34 | 35 - 44 | 45 - 54 |
| 55 - 64 | 65 – 74 | 75 + |  |
| Prefer not to answer | | | |

5. How would you describe your sexual orientation?

|  |  |  |
| --- | --- | --- |
| Bisexual | Gay man | Gay woman / Lesbian |
| Heterosexual / Straight | Other – please state: | |
| Prefer not to answer | | |

6. Do you have any past or current experiences of emotional or mental distress?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes, and I have used primary mental health services (referred by GP to counselling services etc, or prescribed medication) | Yes, and I have used secondary mental health services (specialist services such as hospital, crisis team, community mental health team) | Yes, and I have used tertiary mental health services (specific specialist services, secure hospitals, personality disorder services, hospital based eating disorder services) | Yes, and I have used non-NHS services |
| Yes, and I did not seek treatment | Yes, and I have used Bristol Mind services | No, but members of my family have | No |
| Prefer not to answer | | |  |

7. What is your religion or belief?

|  |  |  |
| --- | --- | --- |
| No Religion / Atheist | Buddhist | Christian |
| Hindu | Jewish | Muslim |
| Sikh | Other – please state: | |
| Prefer not to answer | | |

8. The Equality Act 2010 states that a person is considered to have a disability if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities. Do you consider yourself to be disabled?

|  |  |
| --- | --- |
| Yes | No |
| Prefer not to answer | |

9. If you answered ‘Yes’ to question 8, what is the nature of your disability?

|  |
| --- |
| Please state: |
| Prefer not to answer |