

Funding Associate (Volunteer)

Suggestive Hours per week: 3-15 (between 1 and 2 days between Mon-Fri)

Reporting to: Volunteer Coordinator (nominally Project Support Coordinator)

Location: Home working, Burton and District Mind Office, or community venues across Burton on Trent, Uttoxeter, Tamworth, Burntwood and Lichfield

Number of Roles: 3



Role Purpose:

To support the Development and Sustainability team with the delivery and development of our Fundraising Family campaigns of community fundraising through the promotion and support of collaborative events and activities.

Main Duties

- To attend pre-arranged funding activities and represent Burton and District Mind to funders and donors through service promotion and story-telling. This might include the use of your image.
- To support with event management, which might include helping to plan activities, setting up stands, staffing stands, and coordinating other volunteers and fundraisers on the day of activities.
- To support the promotion of fundraising activities, such as scheduling social media assets, writing web-blogs and distributing leaflets and newsletters.
- To support fundraising activities such as bag-packing, selling tickets, dealing with enquires, handling refreshments, etc.
- Collection and distribution of promotional materials to donors and fundraisers, such as banners and flyers.
- Providing light psychoeducation activity, such as promoting local community services, ideas for '5 Ways to Wellbeing', tips of Sleeping, Eating and Physical activity.
- Completing Volunteer Activity Reports and returning them in good time to the appointed Volunteer Coordinator.
- Supporting Development and Sustainability with creative ideas, data-input and research as required.
- Sign in and out of venue as required by our Fire Risk Assessment and Health & Safety Policies.
- Raise any concerns to the appropriate member of staff relating to risks to health & safety, privacy and confidentiality, safeguarding and protection of vulnerable people and/or security.

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- Carry out duties within aims and objectives of organisation and adhere to the Policies & Procedures outlined during Induction, training and one to ones.
- Attending 3-monthly one to ones and being proactive in supervision.
- Attend Induction, Service Briefings, and further training as appropriate to the Role Description and agreed with Line Manager at the organisation's cost.

To be clear – we will never be expecting associates to be asking members of the public to be signing up to direct debit transactions nor shaking donation tins.

Specification

- Would suit a person who has had previous experience of mental illness and may be of particular interest to people who have made use of the projects and services and Burton and District Mind.
- Must be self-motivated and reliable.
- Must be person-centred and approachable, with a good level of communication skills including the ability to problem solve and talk to people with mental health needs.
- Must have a basic understanding of IT such as use of MS Word and emailing.
- Demonstrate knowledge of the organisation, its mission and aims, and how it conducts its business.
- Subject to two good references for safeguarding purposes (can be non-vocational)
- Able to build on constructive criticism whilst maintaining effectiveness.
- Reliability to ensure effective and efficient service provision and maintain strong relations with members, service users and service staff.
- Honesty to support transparency and enable the organisation to apply appropriate support.
- Able and willing to respect confidentiality in accordance with policies & procedures.

Benefits, Training and Self Development Opportunities

- 1 half day Induction Training.
- Full training to support the role:
 - Mental health awareness
 - Local service provision
 - Code of Conduct
 - Data protection, Safeguarding of Vulnerable People, Equality
- Experience and skills to add to CV.
- Reimbursement of out of pocket expenses.
- May lead to paid work within the charity based on success.

Updated 26 May 2023