

Role Description for Funding Project Coordinator

Last review 1 August 2024

Main terms

Hours:	37.5 hours per week, will include occasional evenings and weekends
Contract:	Fixed term for 12 months from October 2024
Salary:	Band A. £24,375 a year, £12.50 per hour
Responsible to:	Development and Sustainability Officer
Responsible for:	3-5 Development volunteers or Funding Volunteers and Ambassadors
Liaise with	Line Manager, all teams within Burton and District Mind, Fundraising Sponsor (Trustee), members of the public and business, donors and community fundraisers, people with experience of mental illness and representatives, VCSE representatives involved in fundraising, Mind representatives.
Based:	Head office in Burton on Trent – flexibility to work from home as required, travel across Staffordshire expected to other Burton and District projects and venues and to community fund raising events.
Annual leave	20 days plus bank holidays, plus time of service leave.
Pension:	Pension scheme available after 3 months.
Travel:	Must have full driving licence and use of car, reimbursement of out-of-pocket expenses available.

Background

Following a successful pilot of a paid fundraising post and increased charity need, Burton and District Mind are further investing into a Funding Project Coordinator. Burton and District Mind recognise both the importance of income diversification and the opportunities that being a charity provides in relation to income generation, community development and service promotion. The role will be an integral part of part of the Development and Sustainability Team.

Funds received support local people with mental health problems by match-funding grant applications and providing resource for innovation and pilot projects.

Job Purpose

The role will include leading on the annual reviewed and targeted programme of fundraising and workplace health, including the delivery of local campaigns, events and activities. The appointed person will support community fundraisers from their expression of interest to and after the point of the donation to build a strong and lasting relationship. They will be present for media interest, promotional opportunities, and will provide media statements as required, working with the Communications Coordinator.

The role will also support the Workplace Health offer provided by the charity, providing schedules and communication with local businesses and associates who deliver health and wellbeing packages.

They will also provide cover within the Office Administration team where required.

Key duties of the post

Fundraising Duties

1. To implement Fundraising Outcome Framework Project Management toolsets co-developed with the Development and Sustainability Team, which provides a calendar of events, campaigns, opportunities, and service promotion.
2. To be the named contact for fundraisers, referring agencies, facilitators, hosts and suppliers with reference to activity, and to provide the named person role for donors and fundraisers with reference to the 'Fundraising Journey' from expression of interest to thanking them at point of donation and scoping for further opportunities.
3. To lead on the design, development and delivery of an annual community fundraising programme to achieve set targets to provide sustainability and development opportunities. Targets will include self-sustainability.
4. To provide understanding and guidance of fundraising matters to the Development and Sustainability Team, which includes representation at Mind Community of Practice, review and summary of reports from Blackburne, NVCO, Support Staffordshire, local VCSE fundraising officers, and other relevant sources of information.
5. To provide and maintain an up-to-date database of contacts of donors and potential donors through a mailing list, which reference to GDPR.
6. To support, develop, and maintain positive relationships with stakeholders, community fundraisers, businesses and other corporate social responsibility agencies.
7. Continuous improvement development of a fundraising operations manual which is considered alongside volunteer policies, financial policies, participation policies and fundraising guidance published by Charity Commission and Fundraising Regulator, which will include supporting the continuous development of the Fundraising Strategy and fundraising brand.
8. To coordinate team members, including volunteers, trustees, staff, associates and donors and their representatives to deliver project outcomes, which will include supporting internal training on Fundraising.
9. To line manage and supervise up to five volunteers, which will include supporting recruitment, training, one to ones and exit interviews.
10. To support the Development and Sustainability Officer in identifying community need, fundraising opportunities and partnerships across the service area.

Workplace Health

11. To work with the Development and Sustainability Team and the Communications Coordinator to promote the charity's workplace offer across three local authority areas.

12. To keep a log of Associates available for delivery of workplace health events and activities.
13. To be entrepreneurial in their approach to collaboratively increase the charitable offer and develop relationships to lead to community fundraising opportunities.
14. To provide booking forms, schedules and joining instructions for the associates and local business clients.

General

15. When at the office, working with the office administrators, providing cover to be an initial point of contact at the head office for calls, which includes signposting people with mental health problems to appropriate services, making referrals into our services, or passing information to other members of the team.
16. To ensure that the charity aims, objectives and values of the organisation are upheld by all its representatives and to abide by the policies and procedures of Burton and District Mind.
17. To maintain up to date knowledge and expertise in respect of key legislation, charity policy and procedures, and the Mind Quality Mark in relation to the duties and responsibilities of the role.
18. To support charity promotion and contribute to community fundraising which is likely to involve using your image, shared on the internet and other media.
19. To uphold data protection, professional standards and safeguarding policies and report illegal activity as required and informed by training and policy.
20. Attend regular one to one supervision with the appointed line manager reporting on all areas of responsibility and provide quarterly reports to the Line Manager on impact of the role, include statistics on social media use, website access, progress of fundraisers and donors, and other measurables.
21. To complete in a timely manner and a good standard all administration and reporting linked to the role including keeping a record of meeting dates and outcomes achieved with lead to providing the regular reporting function to Line Management with reference to Outcomes Framework and Key Performance Indicators.
22. To complete training and other areas of personal development as required by the needs of the post and the charity, either internally or externally.
23. To reflect and share experiences and learning with the team as part of regular team meetings and actively participate with team communication, including emails, newsletters, etc.
24. Undertake any other duties as delegated, which are deemed appropriate within the pay scale and responsibilities of the post and following consultation.

Person Specification

	Essential	Desirable
Experience and Qualifications		
1.	Minimum of 6 months' vocational experience of fundraising activity, including implementation and evaluation with knowledge of Key Performance Indicators and reporting.	Experience of using project management toolsets.
2.	Minimum of 6 months' vocational experience of event management.	
3.	Minimum of 6 months' vocational experience within a mental health setting, including advice and signposting to people with mental health problems.	Certification of Mental Health Awareness or Mental Health First Aid
4.	GCSE C (lv 2) or above in Maths, English and IT.	
5.	Strong knowledge and vocational experience of MS Office (Word, Excel, PowerPoint), email and internet use.	Experience of project budgeting or use of other graphic design software.
6.	Experience of partnership working across sectors and/or agencies.	Experience of volunteer line management.
7.	Experience of report writing using both qualitative data and quantitative data.	Experience of using fundraising tools.
Abilities, Qualities and Values		
8.	Professional collaborative people skills with positive outlook.	
9.	Empathy to the needs of people with mental health problems and understanding of how the charity supports local people.	
10.	Understanding of charitable funding streams and ability to consider risks and opportunities.	
11.	Enterprising and entrepreneurial approach which leads to successful outcomes.	
12.	Ability to work and contribute creatively as part of a wider team building stronger relationships.	
13.	Ability to work independently and lead a delivery team and to know when to ask for support.	
14.	Strong ability to work under pressure to maintain quality and deliver within reasonable deadlines.	
15.	Ability to self-reflect and take build on constructive criticism to improve service and charitable outcomes.	
16.	Willingness to attend training and understanding of the importance of Continuing Professional Development.	
17.	Strong awareness, understanding and commitment to the protection and Safeguarding of vulnerable people, Data Security, and Equal Opportunities & Diversity.	
18.	Clean driving licence, access to a vehicle and willingness to drive across the project area.	