# Job Specification

**Job Title:** Community Fundraising and Engagement Coordinator

**Salary:** £25,350 per annum

**Hours of work:** 37.5 hours per week

**Contract type:** Fixed term: 18 months

**Reports to:** Communications and Development Manager

**Location:** Hybrid: split between central office in Bath and homeworking

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community.  Since then we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 3,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**About the Business Development Team**

The Business Development team at Bath Mind leads on income generation, marketing, digital and in-print communications and our wellbeing in the workplace training scheme. We are a team of four who between us focus on different areas of fundraising, both restricted and unrestricted. We’re looking for a new team member to join this dynamic and welcoming team who can coordinate our community, events and in-person fundraising streams. This team member will work closely with our Fundraising and Communications Coordinator who leads on digital fundraising. The individual will be managed by our Communications and Development Manager, who oversees all digital communications and works on additional development projects such as internal communications and income generation.

Bath Mind’s Business Development Team work on a hybrid model, working from home flexibly 2-3 days a week and in the office 2 days a week. The post holder would be encouraged to do the same, however we welcome further discussion on this from applicants.

**Overall Responsibilities:**

* To support the Business Development team (BDT) to achieve voluntary unrestricted income targets in line with our fundraising strategy.
* To work with both the BD team and service teams to raise profile, awareness and increase community engagement with Bath Mind.
* To coordinate both small-scale and large-scale fundraising events
* To provide support for fundraising campaigns, both digital and face-to-face.
* To work with the wider Business Development Team and the Director of Business Development to develop our brand and income opportunities.
* Comply with Bath Mind’s policies and procedures.

**Communication Responsibilities:**

* To adopt a team approach and be a proactive team member
* To be non-judgemental and empathetic
* To adhere to the policy of confidentiality and sharing of information
* To be non-discriminatory
* To promote positive perceptions of Bath Mind at all times
* To liaise with users of Bath Mind services as required
* To maintain positive working relationships with other employees and volunteers of Bath Mind
* To attend supervision, appraisals and team meetings
* To attend training and relevant courses for professional development

**Specific Responsibilities**

* Coordinate the development and implementation of an annual programme of fundraising events – for example, the Bath Half Marathon.
* Research and develop new event community and event fundraising opportunities.
* Manage and attend fundraising events. These may take place in the evening and weekends.
* Support our Director of Business Development with managing corporate partnerships.
* Work with our F&C Coordinator to develop income generation from local community.
* Lead on community fundraising stewardship, managing and responding to fundraising enquiries – on the phone and by email.
* Produce and send thank yous and impact data to funders/donors, including in-memory donors and community fundraisers.
* Maintain and update databases to ensure income is recorded accurately.
* Research and develop new income opportunities – for example, legacy giving.
* Develop relationships with community groups and local organisations to support Bath Mind’s publicity and audience engagement.
* Working with the Business Development and Press Manager to create engagement opportunities with local partners.
* Perform any other tasks which are reasonable requests that may be made by the BDT.

**Benefits**

25 day’s holiday per year + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick pay

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card

Free online membership to the [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

**Our Inclusive Recruitment Commitment**

Bath Mind is committed to encouraging equality, diversity, and inclusion (EDI) throughout our entire workforce. The aim is for our workforce to represent the diverse society we live in, and that our employees, volunteers, and clients feel respected and heard by Bath Mind.

We have active staff and volunteer networks for staff, volunteers, and EDI allies, and encourage new staff to ask questions and join if they are interested. Bath Mind is growing to fulfil our ongoing commitment in inclusion in the workplace. As an organisation that prioritises the mental health and wellbeing of all, we are determined to create meaningful and lasting equitable change across our charity.

# If you feel you are a great match for the job, but do not feel you meet all of the criteria we welcome you to submit an application.

**Person Specification**

Bath Mind is dedicated to supporting staff to enable them to carry out the role and responsibilities to the best of their ability and we are committed to developing staff with a comprehensive training package.

Essential Criteria

* 1+ years of voluntary or paid experience in organising small and large scale community fundraising events
* Paid experience working in a customer-facing environment. This does not have to be fundraising specific, although this would be preferable
* Excellent communication skills – both written and oral
* Experience in community engagement projects (voluntary or paid)
* Flexibility to be able to pick up occasional weekend event work (this will be communicated to the staff member well in advance of the event)
* Competent in the use of Micorsoft programmes such as Word and Excel
* Personal and professional organisation skills
* Ability to work unsupervised
* Clear understanding of confidentiality and equal opportunities
* Effective team member
* Ability to maintain professional boundaries
* Ability to listen and communicate non-judgementally

Desirable Criteria

* 1+ years of voluntary or paid experience working within a charity
* Understanding of mental health issues
* Full driving license
* Experience using wordpress and/or mailchimp
* Experience working within a fast-paced team with voluntary income targets
* Experience with community stakeholder management
* Experience using Canva