

Job Description

Job Title:	Community Coordinator (Engagement & Fundraising)
Reporting to:	Community and Development Manager
Responsible for:	Community engagement & fundraising
Location:	Brecon (including travel throughout the Brecon & District area)

Our Purpose	
Here to support you to manage your mental health & wellbeing	
Our Vision	Our Values
We support minds We connect minds We change minds Together, we are Mind	Connection Kindness Honesty Learning
Our Mission	
Promote the preservation of good mental health by enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition.	
Relieve the needs of people with mental health problems by working to increase understanding of mental health by gathering and disseminating information and working to raise awareness, promote understanding, and challenge stigma and discrimination.	
Job Purpose:	
In these unprecedented and challenging times, Brecon and District Mind is, and will be needed more than ever.	

We are looking for a great relationship builder, someone who is self-motivated, creative and driven. This is an exciting and ever-developing role which will help us to maximise the impact we can achieve for all local people who come to us for mental health support.

You will be responsible for generating ideas and income, raising awareness locally and supporting people wanting to fundraise, including volunteers, for Brecon and District Mind. The role will also be responsible for some local marketing and communications... such as our monthly Newsletter and other social media releases and promotions.

Responsibilities:

1. Develop the implementation of our new fundraising strategy.
2. Increase the income generation of Brecon and District Mind
3. Manage agreed fundraising events and projects.
4. Build relationships with supporters so they continue to support Brecon and District Mind and set up (with assistance) a stewardship journey to keep track.
5. Maintain up to date records and ensuring effective contact and account management through internal trackers and CRM database.
6. Develop fundraising resources e.g. putting together case-studies of successful projects for funding, fundraising packs or developing feedback surveys for supporters attending events etc.
7. Proactively look for new offers and opportunities for Brecon and District Mind. Generate further community engagement and fundraising ideas.
8. Act as the main point of contact for fundraising queries and requests, providing advice and guidance, and reaching out to other staff members who can provide relevant insight.
9. Assist the Community and Development Manager with marketing, communications, and promotions.
10. Undertake other duties that may from time to time be necessary, including attending local fundraising and networking events.

General Requirements:

- Contribute positively and work in accordance with Brecon and District Mind's culture, values (connection, kindness, honesty, learning), aims and strategic objectives
- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external events, meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that relevant policies, procedures and working practices are adhered to at all times
- Act as a positive ambassador for Brecon and District Mind
- Positively contribute to the team working environment, taking ownership of issues and supporting colleagues where appropriate
- Contribute to a welcoming environment for programme participants & visitors.
- Be flexible and willing to undertake any other duties that may be reasonably be required
- Positively contribute to the evaluation of the impact of programmes and other key business plan objectives.

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the employee. As a general term of employment, Brecon and District Mind may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

Due to the responsibilities of this role, it will be necessary for the appropriate level of Disclosure and Barring Service Check to be undertaken.

I confirm that I have read and accept the duties and responsibilities contained in this job description

Name (Please Print)

Signed

Dated

Qualifications	Essential	Desirable	Method of Assessment*
Evidence of commitment to own and others' continuing personal development	*		A, I

Experience	Essential	Desirable	Method of Assessment*
Experience of managing projects with different stakeholders	*		A, I
Experience developing or improving processes		*	A, I
Experience of working with and supervising volunteers		*	A, I

Knowledge & Skills	Essential	Desirable	Method of Assessment*
Excellent interpersonal skills, with the ability to build relationships with a wide range of people, using tact and diplomacy	*		A, I
Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently	*		A,I
Excellent, oral and written communication skills to deliver messages to a range of audiences in a clear, inspiring and impactful way	*		I
Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint as well as willingness to explore newer tools which could enhance team working	*		A,I
Knowledge of relevant legislation		*	A, I
Understanding of the local area	*		A, I

Personal Attributes	Essential	Desirable	Method of Assessment*
Able to work calmly and professionally under pressure	*		I
Team player – work efficiently and effectively with colleagues and associates	*		I
Appreciation of the need for equality of opportunity for all – able to tailor approach accordingly	*		I
Ability to be innovative, identifying new opportunities	*		I
Able to work on own initiative	*		I
Flexible, adaptable and proactively responsive to change			
Able to follow agreed working procedures effectively	*		I
Able to prioritise workload and achieve deadlines	*		I
Able to work effectively with a wide range of key stakeholders	*		I
Significant enthusiasm for the work of Mind	*		I
Proactive approach, a self-starter	*		I
Operates with integrity and honesty at all times	*		I
Commitment to continuous service improvement	*		I
Driving licence and use of a car		*	A, I
Ability to speak Welsh		*	A, I
Able to contribute to ensuring that the premises are welcoming and well presented	*		I

* A – Application / C – Certificate / I – Interview / AT - Assessment Test