

Community Fundraising Coordinator

Position: Community Fundraising Coordinator

Salary: £19,642 per annum

Hours: 25 hours per week (negotiable) to be worked flexibly including some evenings and weekends.

Contract type: Fixed term for 12 months (extension possible dependent upon funding)

Location: Our office is at the Wellbeing Centre in Mold, CH7 1EG, with travelling across services in Flintshire and Wrexham.

Hybrid working is possible.

Reports to: Business Development and Income Generation Manager

Benefits: 27 days of annual leave plus bank holidays this will be pro-rata for part-time employees, well-being days, employee assistance programme and 5% pension

About the organisation:

North East Wales Mind is a progressive mental health organisation that supports people experiencing mental health difficulties to flourish. The aim of our work is to help people build on their strengths, overcome obstacles, and become more in control of their lives. We have faith and optimism in our clients and so the services we deliver are built around their needs. We support the people of Flintshire and Wrexham to discover their own resources to 'recover' from periods of poor mental health, and to live life independently with their mental health condition.

Purpose of role:

North East Wales Mind, as part of its Income Generation and Business Development strategy, is seeking to increase the amount of money raised through commercial and voluntary income sources – including community fundraising, training, corporate contracts and paid-for wellbeing services.

The Community Fundraising Coordinator will be responsible for increasing the income generated through community fundraising activities taking the lead in coordinating, expanding and developing community fundraising activities at the same time as enhancing North East Wales Mind profile in order to encourage connections with our local community, increase fundraising and commercial income.

Working alongside the Business Development and Income Generation Manager, the Community Fundraising Coordinator will have an exciting opportunity to expand and develop North East Wales Mind community fundraising work, contribute to other sustainability and growth activity North East Wales Mind and in the process develop their own skills as a community fundraiser.

The Community Fundraising Coordinator at North East Wales Mind is vital to the advancement of our comprehensive fundraising and marketing initiatives. As an integral member of the North East Wales Mind team, this position is designed to drive and enhance community fundraising efforts, facilitate income growth, and provide an exceptional experience for our supporters. Lead the development and execution of a robust fundraising strategy encompassing diverse income streams, including individual giving, corporate partnerships, community fundraising (from both individuals and organisations), legacy donations, as well as trusts and grants. Proactively implement fundraising activities and cultivate strong relationships with supporters, ensuring exemplary stewardship in line with the strategic objectives of North East Wales Mind. Collaborate with team members to align fundraising goals with overarching organisational missions, fostering a cohesive approach to community engagement and fundraising initiatives.

This role requires a dynamic, motivated individual with a passion for mental health advocacy and a commitment to advancing North East Wales Mind's impact through community engagement and effective fundraising strategies.

Job Description:

Main Duties and Responsibilities:

- To coordinate and plan North East Wales Mind community fundraising activity, including providing advice and support to volunteers running their own events.
- To support and oversee fundraising volunteers
- To deliver, monitor and build on current fundraising initiatives and campaigns.
- To respond to enquiries from the public, volunteers, fundraisers etc. (by phone, email, mail and in person) including responding to requests for information and material etc.

- To attend and support local fundraising activities, cheque presentations and events.
- To co-ordinate the work of administrative support, including the efficient and proactive use of a CRM system.
- To ensure that local fundraising events, activities and collections run effectively and are well planned, marketed and supported.
- To engage with third party supporters to raise money through social and active events.
- To support the creation, development and implementation of new fundraising ideas and opportunities – from small scale local events to annual major fundraising opportunities, always ensuring compliance with the fundraising code of practice.
- To support when required with developing and maintaining relationships with current corporate partners.
- To support with nurturing new partnership and relationships with corporate sponsors for the Business Development and Income Generation Manager to lead on, with the aim of creating high volumes of donors, fundraising participants, and corporate partners.
- To use all available methods of communication as appropriate, to build long term relationships with partners, engage relevant areas of North East Wales Mind (where appropriate in Marketing and Comms).
- To engage with and secure donations from local businesses, community groups, clubs, and associations regarding one-off opportunities.
- To support the promotion of fundraising and the work of North East Wales Mind.
- To ensure that social media is kept up to date with information relating to fundraising events and opportunities.
- Additional duties to be discussed and agreed between the Community Fundraising Coordinator and the Business Development and Income Generation Manager when required.
- To undertake such other duties as would be reasonably required for a post of this level of responsibility, as directed by Senior Management of North East Wales Mind.

This job description may be subject to joint review from time to time between the post holder and North East Wales Mind, and as such is liable to amendment.

Person Specification:

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job, each point should be addressed in your application.

North East Wales Mind is committed to promoting mental health awareness, reducing stigma, and improving the quality of life for people with mental health challenges. We value diversity, inclusion and lived experiences when recruiting our staff and volunteers.

Attributes	Essential	Desirable
Qualifications and Knowledge	Experience of marketing and promotion including the design and development of marketing activities and materials to support this. Training relevant to the role such as mental health, volunteer management, business development, fundraising and customer service.	Any formal qualifications relating to fundraising. Certificate in Fundraising (Chartered Institute of Fundraising) Experience of working or volunteering in a charity environment, preferably in a fundraising capacity.
Experience	Experience of fundraising, including the types of income streams and knowledge of the Fundraising Code of Practice. Own sales, fundraising or volunteering experience. Working towards deadlines in a fast-paced environment. Experience of working to targets and reporting progress to other members of a team. Confidence to speak publicly at an event or in a business setting as a representative of North East Wales Mind.	Working with external agencies and senior management towards achieving organisational goals. Experience of supervising volunteers. Preparing and submitting fundraising budgets.
Skills and abilities	Ability to engage, inspire and enthuse a range of supporters to	Ability to speak and write Welsh.

	<p>raise funds and nurture relationships.</p> <p>Able to network and build effective successful working relationships with a spectrum of individuals, groups and organisations.</p> <p>Demonstrable commitment to inclusive working, ensuring equity, diversity and inclusion.</p> <p>Able to organise and prioritise own workload effectively whilst facing competing demands and pressures to achieve objectives.</p> <p>Able to use social media and post management tools, such as Facebook and Instagram to effectively attract and promote supporters.</p> <p>Excellent communicator in formal and informal communications, both verbally and in writing, including delivery of presentations to a range of stakeholders.</p> <p>Strong IT skills (Microsoft Office, Canva, Mail Chimp or similar)</p> <p>A methodical, meticulous approach to work with excellent attention to detail, and a positive approach to data collection and recording.</p>	<p>Understanding of the wellbeing needs of people with mental health needs.</p>
Attitude and personal attributes	<p>High level of enthusiasm and motivation.</p> <p>A strong team player, able to work across the organisation and contribute effectively to North East Wales Mind's mission.</p> <p>Ability to work unsocial hours to support planned fundraising activity.</p>	<p>Understanding of the wellbeing needs of people with mental health needs.</p>

	Commitment and interest in working for a mental health charity.	
Other	<p>Show flexibility in working location due to the requirement to fundraise across Flintshire and Wrexham.</p> <p>Valid driving licence and access to a car and be prepared to travel across Flintshire and Wrexham.</p>	Lived experience of mental health.

We will consider any reasonable adjustments under the terms of the Equalities and Human Rights Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post and to attend an interview.

The Jobholder will ensure that North East Wales Mind policies are reflected in all aspects of their work, in particular those relating to:

- (i) Child Protection and the Protection of Vulnerable Adult
- (ii) Equalities and Human Rights
- (iii) Health and Safety
- (iv) Data Protection

Application process:

Please send your CV and a cover letter (maximum of two pages) which should indicate why you are interested in applying for this role and how you meet the selection criteria to Natasha Wait natasha.wait@newmind.org.uk

Closing Date: 26th May 2025 at 9am

Interview Date: 29th May 2025

Please note we are unable to provide sponsorship for this post, you must therefore be able to demonstrate your eligibility to work in the UK.

We reserve the right to close this vacancy at any time once we receive sufficient applications and encourage all interested applicants to apply at their earliest convenience to avoid disappointment.

Disclosure and Barring Service Check

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Contact information:

For further information about the role please contact Natasha Wait

Tel: 01352 974430 / 07384465768 or Email natasha.wait@newmind.org.uk

