



Unit 4, Archway Business Centre

19-23 Wedmore Street London N19 4RU 020 3301 9850

Registered Charity No. 294535

Job Description and Person Specification

Islington Mind is dedicated to promoting the preservation and safeguarding of mental health. We support the recovery process of people who experience mental distress and provide for the relief and the wellbeing of their careers.

Job title: Fundraising Officer

Salary:	£18,990 for 3 days a week £31,650 full time equivalent per annum <u>pro rata</u>
Contract:	3 days per week, permanent
Hours:	21 hours per week
Location:	In-person - Unit 4 Archway Business Centre, 19-23 Wedmore Street, Islington, London, N19 4RU; travel between Islington Mind's sites within the borough is required.
Annual leave:	26 days plus statutory holidays pro-rata (increasing with length of service)
Reporting to:	CEO
Key external contacts:	Charitable Trusts and Foundations, Regulatory bodies, funding bodies, partner organisations, suppliers

Pension:

Islington Mind operates the auto-enrolment pension scheme and currently employer contribution is 3% and employees contribution is 5%

Main purpose

To support the development of business opportunities to generate income for the charity, ensuring development opportunities are effectively maximised principally from statutory (commissioned funding), trusts and foundations.

Main areas of responsibility

Fundraising and Business Development

1. To regularly research, monitor, and identify funding opportunities at a local, regional and national level with corporate and public sector funders, for the developments of existing programmes or new programmes
2. To be responsible for securing regular income by submitting regular targeted funding applications as directed by Head of Service/CEO.
3. To support the development and the implementation of Islington Mind's Fundraising and Business Development Strategy, in line with organisational strategies, targets and KPIs and resources.
4. To keep abreast of funding streams nationally and locally that may be relevant to the work of the organisation
5. To co-design projects plan with managers and team leaders for the purpose of creating funding bids that support the work of the charity.
6. To work with colleagues on ensuring the generation of income meets targets.
7. To be responsible of and work with colleagues on establishing, developing and maintaining productive relationships with existing and potential funders, partners and stakeholders.
8. Along with Head of Service and other colleagues – to be responsible for the communication and promotion of the charity's activities, and to represent the organisation externally.

Administration

1. To carry out administrative tasks in relation to centralising monitoring data and records collated and logged on our online CRM system, HRLocker and Teams, ensuring all staff teams utilise the Pathway's administrative systems appropriately
2. To maintain and update KPIs spreadsheets accordingly and to produce service monitoring reports using the existing database
3. To help prepare reports, including LBI's KPIs reports and trusts and foundations reports.
4. To act as the point of contact, responding to telephone and email enquiries, managing messages appropriately, dealing and triaging all initial enquiries.

Team-working

1. To work collaboratively within a team environment and act as a positive role model showing professional and caring attitudes and behaviour towards other team members, partner organisations, service users and carers
2. To work with colleagues to ensure the ongoing successful delivery of Islington Mind's charitable aims and strategic business objectives.
3. Along with senior managers, to foster a culture of excellence in service delivery.
4. To champion the professional integrity of Islington Mind and modelling the charity's values and behaviours.
5. To foster an open, inclusive culture within Islington Mind where all voices are heard and where staff, service users and outside agencies are treated with respect.
6. To keep up to date with professional best practice and recent trends, identifying developments that impact the organisation, and sharing knowledge appropriately across teams and departments.
7. To work in accordance with Islington Mind's policies and procedures including the Safeguarding Policy, GDPR Policy, Confidentiality Policy, Health And Safety Policy and Advocacy Code Of Practice.

Risk Management

1. To manage risk within your sphere of responsibility, including taking reasonable care of your own safety and the safety of others who may be affected by acts or omissions.
2. To be aware of the responsibilities placed upon you by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

Other Requirements

1. To attend meetings and take minutes as required.
2. To champion and promote equal opportunities and diversity both in your area of work and the wider organisation.
3. To maintain awareness and ensuring compliance with organisational policies including safeguarding, confidentiality, health and safety and data protection.
4. To take personal responsibility for keeping up to date with issues affecting people with mental health problems, the work of the charity and maintaining professional skills and expertise.
5. To help organise staff and volunteers' events.
6. To travel between Islington Mind's sites within the borough as required.
7. To perform such other relevant and appropriate duties and undertake any other tasks within the general framework of the position, as from time to time may be determined by your manager and in keeping with the grade and purpose of the post.

Person specification

Essential Skills and Experience

1. Proven experience of fundraising to generate income from trust and foundation fundraising, statutory commissioning bodies such as bid and tendering, cooperate and other donors.
2. An understanding of and commitment to the rights and needs of people experiencing mental health concerns.
3. Experience in taking a lead in developing funding strategies and identifying funding streams that match with the charities aims and objectives.
4. Ability to co-design project plans with managers and team leaders
5. Admin experience in an office setting, including experience of developing (and maintaining) new administrative systems, of using monitoring and evaluation tools and producing evaluation reports, of collating and logging data, utilising an on-line CRM system and of organising training events
6. Experience of liaising effectively and working in collaboration with a broad and diverse range of organisations and professionals
7. Experience of working on own initiative and as a member of a closely-knit team, organising, prioritising own work and multi-tasking, be adaptable and solve problems creatively and negotiate with individuals and groups from all backgrounds.
8. Excellent written communication skills - sufficient to write a thorough End of Year Service reports, excellent computing and internet skills and excellent numeracy skills – sufficient to deal with financial and other management information
9. Excellent IT skills with a good working knowledge of Microsoft Office package (Word, Excel, Outlook and Publisher)
10. Ability to deal professionally and sensitively with all enquiries, both from service users and other organisations and to demonstrate understanding of confidentiality and safeguarding information.
11. Resilience – able to cope with the unexpected and to maintain a consistent approach in challenging times.

Desirable knowledge and experience

1. Experience of reporting to funders and commissioners of services.
2. Knowledge of the regulatory frameworks for fundraising activity for charities in the UK.
3. Experience in working in the mental health environment
4. Understanding of regional and central government priorities in the areas of mental health policy, learning and skills development and employability
5. Knowledge of Islington's main characteristics and of local service providers and resources