

# Fundraising Officer

Recruitment pack



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# About Student Minds

No student should be held back by their mental health. We challenge the health sector, higher education sector and government to work with students when making decisions that impact them and we make them accountable for prioritising student mental health.

By creating and curating resources, stories and tools, we empower students to build their own mental health toolkit to support themselves and their peers through university life and beyond. Together, we're improving university communities so that every student gets the mental health support they need to reach their goals.

We're proud of the progress we've made over the last decade, and the thousands of students and professionals, leaders, funders, and policymakers involved in improving student wellbeing. But we also recognise there is a long way to go to achieve our mission. We're just getting started!

We have recently experienced significant growth and now have a staff team of 30 members and turnover of £1.8 million. There is the opportunity for this to increase further over the next few years.

## Over the next ten years, we commit to:

- Continue driving positive change for students. We'll keep working with the higher education sector, health sector, and government to make student mental health a priority, and we'll continue empowering students to look after their own mental health.
- Ensuring that positive change lasts. We'll focus on preventative, sustainable, long-term changes that will benefit future generations, as well as the students of today.

You can find out more about the [team](#) at Student Minds on our website, as well as read some of the current team member's [reflections](#) on working in the charity and read about our [trustees](#), our [strategy](#) and latest [Impact Report](#).

## Our Values



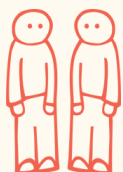
### Collaborative

Teamwork and strategic partnerships help us to achieve better results. We are respectful, supportive and inclusive.



### Courageous

We are willing to challenge the status quo and be decisive to shape a better future. We are ambitious, optimistic and will push the boundaries.



### Empowering

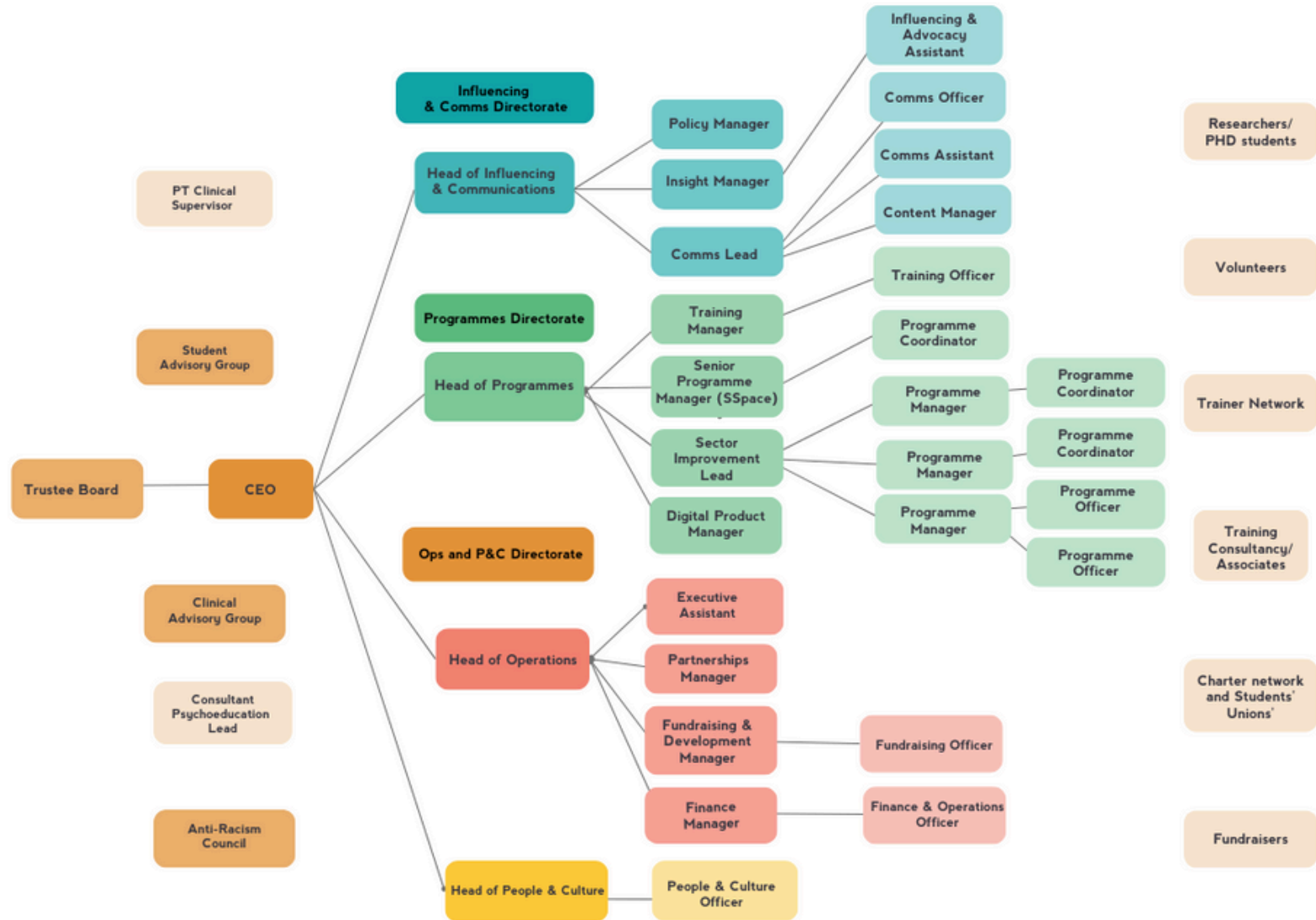
We invest in people, in the belief that they hold the key to effecting real change. We listen and mobilise the student voice.



### Innovative

We strive for the best solution and the highest quality, using expert knowledge and evidence. We learn from our ground-breaking research and data to develop and grow.

# Organisational Chart



# About the role

We are looking to recruit an enthusiastic Fundraising Officer to support our busy fundraising team. You will spend time working with community and corporate fundraisers, and support our individual giving and corporate partnerships. There will be opportunities to plan and manage fundraising campaigns and support our fundraisers on the ground at meetings and events.

This is an excellent opportunity to gain a solid foundation of knowledge about charity fundraising from our friendly and inclusive team. Your regular responsibilities will include: providing excellent supporter care to our fundraisers and Corporate Supporters and Partners (including written and verbal communications); updating our donor database system; and contributing to fundraising reports, applications and proposals. A key part of the role will be responding to fundraising enquiries and encouraging people to fundraise for and donate to Student Minds through digital communications.

You will work closely with a vibrant team that prioritises workplace wellbeing. This is an exciting opportunity to join an innovative team, develop key skills for your future career, and play a vital role in ensuring that no student is held back by their mental health.



# Key information

- Location:** Remote or hybrid (our office is in Leeds). You will be required to attend 3 whole-team meetings and 3 - 5 fundraising team meetings in Leeds annually. You may also be required to attend events around the UK on an ad hoc basis.
- Accountable to:** Fundraising and Development Manager
- Hours of work:** Full time, 37.5 hours per week. Flexible and consolidated working arrangements available
- Contract:** Fixed term contract for 18 months, and reviewable at this point.
- Salary range:** Band E: £22,420 - £24,720 per year, plus £980 annual cost of living award for FY2024/25 (pro rata where applicable).
- Role purpose:** Support the fundraising team to develop community fundraising, corporate fundraising and individual giving. You will help grow our income and expand our pool of supporters.
- Start date:** November 2024



# Key Responsibilities

## Managing relationships

- Provide excellent supporter care through verbal and written communication, to help fundraisers reach ambitious fundraising targets and retain corporate partners and donors.
- Collaborate and problem-solve with the wider fundraising team in regular meetings.
- Collaborate with the wider Student Minds team to help achieve fundraising objectives.

## Fundraising development

- Encourage people to fundraise and donate through regular communications.
- Manage time-bound fundraising campaigns.
- Support the Fundraising and Development Manager and the Partnerships Manager to conduct research into new prospects that align with the charity's values.

## Administration

- Manage supporter newsletters, writing copy and increasing distribution and engagement.
- Handle incoming enquiries regarding donations and fundraising activities.
- Capture supporter data and update the central charity database accordingly.
- Provide logistical and admin support to community and corporate fundraising activities and events, and attend as required.

## Other duties

- Such other duties as may be reasonably prescribed by the organisation, appropriate to the grade and responsibilities of this post
- Assist with strategic decision-making for the charity.
- Attend regular team meetings with Student Minds colleagues.
- To ensure compliance with Student Minds' internal procedures and all external legal requirements.
- Undertake training and attend conferences, both as a delegate and a representative speaking on behalf of Student Minds, as appropriate.
- Engage with and provide feedback on projects and strategic reports developed by other members of the team.
- Support website content development for sections within your portfolio
- Work flexibly and undertake tasks to support Student Minds colleagues as required.
- Uphold the organisation's values and ensure the team upholds these, including embedding Equity, Diversity and Inclusion practices and engaging with our antiracism work.

# Person Specification

We are open to candidates who don't meet all the experience and skills criteria. If you are excited about the responsibilities in the role and feel you meet the minimum criteria listed below, we encourage you to apply.

Criteria	Minimum/ Essential	Desirable
<b>Experience</b>		
A genuine interest in developing a career in the charity sector	x	
Experience of conducting research and presenting data to inform planning and decision making	x	
Experience using relevant software and applications (such as CRM systems, Google Suite, Microsoft Office)	x	
Experience in public-speaking, such as giving presentations and talking at events		x
<b>Skills and Knowledge</b>		
Ability to build and maintain relationships with a wide variety of stakeholders	x	
Excellent communication skills, both written and verbal, with the ability to tailor communication to different audiences	x	
Ability to work toward clearly defined targets	x	
Ability to work without close supervision and on own initiative	x	
Ability to work under pressure and to deadlines	x	
Excellent prioritisation and time management skills	x	

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<b>Criteria</b>	<b>Minimum/ Essential</b>	<b>Desirable</b>
<b>Personal Attribute</b>		
Commitment to Student Minds' vision and mission; interested in mental health and wellbeing	x	
Flexibility to travel to meetings as required within the UK and able to work evenings and weekends on occasion.	x	
Ability to work and collaborate effectively with a remote team	x	

# Benefits

We want people to thrive at Student Minds; we believe you do your best work when you feel your best. As such, our team comes first and we are proud of our culture; we offer a supportive, flexible and enjoyable place to work.

As part of our staff team, the following benefits are available:

- Generous annual leave allowance - 25 days' annual leave, plus bank holidays, plus a 2-week winter closure
- Flexible working - we encourage all employees to reflect on when and where they work best and how they need to fit work around caring or other commitments.
- Wellbeing is at the heart of what we do - we support staff to implement Wellness Action Plans and offer 10% of weekly working hours for you to invest in your wellbeing.
- Access to Employee Assistance Programme - we also offer wellbeing support through an Employee Assistance Programme which provides a wide range of resources as well as confidential counselling.



**For other benefits and more information please see our [website](#).**

# To apply

## Our jobs are open to all.

We believe that diversity in the workplace creates dynamic, relevant organisations, fostering spaces for innovation and creativity. Embracing diversity, promoting equality, and challenging discrimination are values we wholeheartedly endorse. We warmly welcome job applications from individuals of all backgrounds.

This broader collective perspective enriches our ability to make a significant impact, and we are actively striving to enhance diversity within our team. We're looking forward to hearing from candidates who want to help us make our vision a reality. We are keen to hear from individuals with personal experience of mental health difficulties and we particularly encourage applications from men and ethnic minorities, who are currently under-represented in Student Minds.

You'll notice that we don't collect CVs at Student Minds, and instead, we have a short application form to create more of a level playing field for all of our applicants. We also ask for you to complete our separate equality monitoring form - this is kept separate from the main application process and only reviewed if you confirm you would like to be considered under our Priority Interview Scheme for candidates from an ethnically diverse background or where there is a tie-breaker in shortlisting so we can consider inviting those who are currently underrepresented in Student Minds to interview as a priority. For more information on the Priority Interview Scheme [please refer to our website](#).

## The deadline for applications is Sunday 22nd September at 11.59pm.

Please detail your relevant skills and experience that make you a good fit for the role. Please use the person specification as a guide. You might want to use the [STAR method](#) to structure the answers you give to questions.

You will hear back from us by Friday 27th of September and should you be shortlisted, an [interview will take place online on Thursday the 3rd of October](#) and will involve a competency interview along with a short presentation or task. We will provide details about the task a week in advance to allow candidates time to prepare and we will also provide the interview questions 60 minutes in advance so that all candidates can perform at their best.

If you would like to discuss the recruitment process or need any reasonable adjustments to support your application with us please do contact [vacancies@studentminds.org.uk](mailto:vacancies@studentminds.org.uk).





If you have any questions about the role itself, please contact [kate@studentminds.org.uk](mailto:kate@studentminds.org.uk).

To apply, fill in our [equality monitoring form](#), and download, complete and submit the application form [via this unique Fundraising Officer recruitment link](#).



## Find us online:

[www.studentminds.org.uk](http://www.studentminds.org.uk)

@StudentMindsOrg    



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