

July 2018

Dear Applicant

Funding Coordinator – full or part-time hours by negotiation

Thank you for your interest in the above post.

At Hull and East Yorkshire Mind we believe that everyone experiencing a mental health problem deserves both support and respect. We aim to challenge stigmas and strengthen communities. Can you help us to make this happen?

We're looking for a highly motivated, organised fundraiser to plan and manage our funding tenders and bids from start to finish. Experience of writing funding bids is not essential, but some experience of writing funding applications or of mental health services would be beneficial.

The successful candidate will be able to organise all aspects of fundraising bids and tenders, including support for front line staff to collate all the information needed for a bid; identify funders and ensure applications are submitted on time; forward planning to ensure work is prioritised and deadlines met; responding to all queries in a professional and timely manner; attention to detail to ensure our applications are professional and well presented, and following up applications and tenders to maximise the chances of success.







This is a varied role that will involve applications to trusts and foundations, tenders to obtain contracted work, applications for 'Charity of the Year' schemes, quotes for training work, and any other written applications related to funding, tenders and quotes for work. The role will involve coordinating all funding application work, using contracted bid writers as well as contributing to content and writing funding bids from scratch.

Although no formal experience in a mental health or fundraising setting is required you will be a motivated and conscientious individual with relevant experience of planning and organising your work, meeting deadlines and writing persuasively.

Closing date is Tuesday, 07 August 2018 and interviews will take place on either 16 or 17 August.

Yours faithfully

Claire Thomas
Partnerships Development Manager

Hull and East Yorkshire Mind Wellington House 100 Beverley Road Hull HU3 1XA	01482 240200 www.heyhound.org.uk info@heyhound.org.uk	Company Number: 4935155 Registered Charity Number: 1101975 Charity Registered in England	 MindHEY  @MindHEY
			

JOB DESCRIPTION

JOB TITLE: Funding Coordinator

LOCATION: The post holder will be based at Wellington House in Hull but may occasionally be required to work at various sites and travel within the Hull, East Riding and North East Lincolnshire area.

SALARY: circa £22,000 per annum (for 37 hours)

HOURS: Full time or part time, to be negotiated

REPORTS TO: Partnerships Development Manager

OVERALL PURPOSE OF THE JOB

- To work with the Partnerships Development Manager to coordinate excellent, well researched funding bids and tenders to secure funding for Hull and East Yorkshire Mind's work.
- To research and identify suitable funding opportunities and ensure deadlines are met.
- To respond in a timely manner to requests for information, tenders for work, and follow up on contacts made to secure funding or business.
- To contribute to the overall targets and outcomes of the fundraising and marketing team.

ROLE RESPONSIBILITIES

1. Contribute to Hull and East Yorkshire Mind's fundraising strategy by acquiring and maximising income from trusts and foundations; tenders for service provision; and corporate funds such as charity of the year schemes.
2. Identify and research funding opportunities for the organisation, including but not limited to trusts and foundations, tenders, and charities of the year.
3. Coordinate the writing of excellent, well researched, creative and tailored applications to a range of different types of funders- identifying suitable applications for external bid writers as well as writing suitable bids as required.
4. Ensure enquiries are responded to in a timely manner, and all contacts are followed up appropriately to maximise opportunities for funding or tenders for work.
5. Undertake research to inform project development and funding bid writing.
6. Maintain and develop good relationships with current and potential funders such as trusts and foundations, communicating changes in project plans in a sensitive way, ensuring all reporting and communication is timely and exceeds the donor's expectations
7. Work with project teams to identify potential areas that require funding, developing business plans and inspiring cases for support.
8. Plan and manage funding bid activity, ensuring deadlines are met for bids and reports back to funders.
9. Support others who are writing tenders, proposals and bids for projects and other work, ensuring that all written applications and proposals are presented professionally, accurately and contain all relevant information.
10. Maintain accurate records of funding bids and funding organisations, providing reports as and when required.
11. Provide excellent administration to the whole funding process.
12. Ensure all activities follow best practice such as the Institute of Fundraising Codes of Practice, Charity Commission Guidelines, Data Protection and other industry guidelines as appropriate.

13. Act as an ambassador, representing Hull and East Yorkshire Mind at various events, presentations and appointments, ensuring our reputation is upheld at all times.
14. Work out of hours as and when required to support the department's wider activities, eg to attend events and activities to maximise overall income and profile for Hull and East Yorkshire Mind.
15. Keep up to date with fundraising trends across the sector including local, regional and national charity activity.

COMPETENCIES

Organisational Awareness means understanding and being sensitive to organisational dynamics, culture and politics across and beyond the charity and shaping our approach accordingly to maintain and increase our profile and balance client needs with different demands

Indicators of effective performance (Level 3):

- Challenges unethical behaviour
- Uses understanding of the charity's partnership arrangements to deliver effectively
- Is aware of changing client needs and works flexibly to reflect these changes
- Follows the charity's position in the media and understands how it impacts on work

Planning and Organising means thinking ahead, managing time priorities and risk and developing structured, efficient, approaches to meet deadlines and deliver a high standard of work to enable us to win contracts and achieve our objectives

Indicators of effective performance (level 3):

- Anticipates changing needs which could impact on work delivery by monitoring division of resources
- Utilises quality assurance procedures as a feedback mechanism, both internally and externally, to improve performance across the organisation
- Ensures projects are evaluated to measure benefits. Implements quality measures to ensure a high standard of team/project output
- Secures buy-in and commitment to project delivery from staff

Communicating and Managing Relationships means presenting information clearly, working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals and representing the organisation positively to enable effective delivery of our objectives

Indicators of effective performance (level 4):

- Acts as a credible and convincing spokesperson and negotiator for the charity
- Ensures the charity communicates inclusively with staff and external stakeholders
- Identifies and engages a diverse range of influential contacts within stakeholder and partner organisations
- Builds alliances, both internally and externally, to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the charity

Responding to Pressure and Change means being flexible and able to adapt positively to sustain performance when situations change, workload increases or priorities shift to ensure we continue to meet the needs and expectations of our customers

Indicators of effective performance (level 2):

- Maintains a focus on key priorities and deliverables, staying resilient under pressure
- Anticipates and adapts flexibly to changing requirements
- Uses challenges as an opportunity to learn and improve
- Participates fully and encourages others to engage in change initiatives
- Actively promotes the team's wellbeing, supporting them to cope with pressure and

change

Decision Making and Problem Solving means forming sound, evidence based judgements, assessing risks to service delivery, taking accountability and interpreting diverse viewpoints to find workable and timely solutions in order to understand our challenges and respond effectively

Indicators of effective performance (level 2):

- Takes decisions, without unnecessarily referring to others, based on the information available
- Discusses decisions with internal and external stakeholders that may impact on them.
- Initiates action to move a situation forward, identifying potential barriers
- Processes and collects diverse information, seeks others' opinions and resources to fully understand a problem

Managing Finance and Resources means taking personal responsibility for using and managing resources effectively, efficiently and sustainably, and actively and continually seeking out funding and income generation opportunities

Indicators of effective performance (level 3):

- Allocates financial and people resources efficiently to maximise value for the service and wider organisation
- Considers maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources
- Monitors financial performance and efficiency of own service, ensuring delivery of work is within budget
- Negotiates and manages contracts responsibly
- Identifies and pursues funding opportunities for own service and is aware of other income opportunities that become available

Strategic Thinking means using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Indicators of effective performance (level 2)

- Works with a view to the future, prioritising own and others work in line with the charity's objectives
- Briefs and prepares team to accomplish goals and objectives
- Is able to communicate strategic priorities
- Balances own teams needs with wider organisational needs

NOTES

This job description is not intended to be exhaustive in every respect but rather to define the fundamental purpose, responsibilities and dimensions of the role.

In addition to the contents of this job description employees are expected to undertake any and all reasonable tasks allocated and identified by line management as being necessary for the proper performance of your role within the organisation and the overall business objectives of the organisation.

Person Specification

When we shortlist applications we do so based on the information you tell us. Try to give us as much evidence as possible to show where you meet the requirements of the role. This can include experience from outside of paid work such as volunteering or caring responsibilities.

Job Title:	Fundraising Coordinator	Created:	July 2018
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Area	Criteria	Essential	Desirable
Key knowledge	Of the general principles of a range of fundraising activities including trusts and foundations, tenders, and charities of the year		X
	Of the way in which a charity is funded		X
	Of the issues that people with mental health problems may face		X
Relevant experience	Of writing tenders or bids for work in the charity or business sector		X
	Of working in a team		X
	Of research to inform a case for support		X
	Of working in role which required a high level of planning and attention to detail	X	
Key competencies	Organisational Awareness – Level 3 Knowledge of Hull and East Yorkshire Mind, and the environment in which it operates.		X
	Planning and Organising – Level 3 Experience of anticipating changing needs with the ability to prioritise work to ensure deadlines are met and enquiries are dealt with in a timely manner	X	
	Communicating and Managing Relationships – Level 4 Able to act as a credible and convincing spokesperson and negotiator for the charity		X
	Highly developed written and verbal communication which is tailored to the needs of the target audience	X	
	Responding to Pressure and Change – Level 2 Able to maintain a focus on key priorities and deliverables, staying resilient under pressure	X	
	Decision Making and Problem Solving – Level 2 Able to initiate action to move a situation forward, identifying potential barriers	X	
	Able to process and collect diverse information, seeking others' opinions and utilise resources to fully understand a problem	X	
	Managing Finance and Resources – Level 3 Able to identify and secure funding opportunities	X	
	Able to negotiate and secure contracts		X
	Strategic thinking- level 2 Able to communicate the charity's strategic aims and objectives in an accessible and tangible way.	X	
Additional requirements	Possession of a full current driving license with access to, and use of, a motor vehicle for work purposes and prepared to travel across the region.	X	
	Ability to represent the charity well to a variety of audiences, and persuade them to support Hull and East Yorkshire Mind.	X	
	Enthusiastic with a high degree of personal motivation	X	
	Ability to work flexibly to support the overall objectives of the fundraising and marketing team	X	

Overview of Hull and East Yorkshire Mind

Founded in 1976, we are a well-established voluntary sector organisation with over 40 years of experience delivering services predominantly in the East Riding of Yorkshire and Hull, and more recently in North East Lincolnshire, with some training courses delivered nationally.

Our mission is to meet the needs of people with, or at risk of, poor mental health. In delivering our mission we create positive change in communities and individuals. For the individuals we work with these include improved mental health, increased independence, reduced need for primary and secondary care, a clearer sense of purpose with ambitions for the future, increased self-confidence and a stronger voice for people who are mentally ill that is heard.

We currently deliver a portfolio of services which include:

- Early intervention and prevention work (training, skills, resilience) with individuals, employers, communities and schools.
- Support services including housing, residential therapeutic communities, talking therapies, one to one support and peer support.
- Move on services such as employability, vocational support and independent living skills.

For those engaging with our recovery services we measure change through a three step process:

1. Changes in wellbeing over time through the use of an evidence based tool (WEMWBS or Recovery Star)
2. Agreeing with each person using our recovery services a clearly defined goal
3. At the end of their time with us we work with the individual to assess how successful we have been at helping them achieve that goal and the impact their changed wellbeing and achieved goal has had on their lives.

We benefit from high and increasing levels of public respect and recognition. One of our four strategic aims is to change opinions with a specific focus on influencing public policy, ensuring the voice of people using services is heard and general education and awareness is raised.

We have a flexible and motivated workforce of over 90 staff, with 100 active volunteers and a number of social work students on placement. We are governed by a strong Board of Trustees with a wide range of experience.

Our Model of Mental Health Care (REACH)

At Hull and East Yorkshire Mind we believe it's important to understand what good mental health care looks like. This is more than just understanding the services we deliver, it's about the important elements common across all of our work that help us to understand why we work in the way that we do.

Different organisations have different priorities. We have defined ours using a simple framework that includes Relationships, Environment, Activity, Compassion and Hope. We call this REACH.

Relationships

Trusting, caring relationships are a core foundation of our mental wellbeing. To believe we are cared about we need to feel a human connection. Too often public services focus on maintaining artificial boundaries between those delivering and receiving services to the detriment of both sides. We use some common sense with our professional boundaries; if somebody wants a hug we give them one and if somebody wants to hear about our holidays we share what's appropriate. We expect our team to genuinely care for the people they are working with and, if that's not possible, conversations to be had early on about where the problem lies.

Environment

For those visiting our offices and community groups through to people living in our housing, a poor environment encourages poor mental health. If people feel safe, secure and valued they are much more likely to stay well and recover faster. We need to make sure the physical spaces and 'atmosphere' are welcoming. Where possible we need shared spaces and avoid cutting ourselves off in the 'staff offices'. We expect everybody working in our housing to be conscious that these are peoples' homes we are working in and be conscious of how our behaviour impacts on the environment.

Activity

We know that physical activity is vital to our health and wellbeing and that this is often overlooked when considering mental health care. We also know that activity includes many forms of occupation and how important having a role in society is for most of us. Without it we too easily lose our sense of self and worth and any intervention that doesn't address this vital area will always be temporary. All of our services will encourage paid work where possible, voluntary work where not and mainstream learning where appropriate. Our groups, information line and activities will promote physical exercise and the benefits this bring to mental health.

Compassion

Sometimes we're just too hard on ourselves. We see media portrayals of what 'normal' is supposed to be and beat ourselves up because we don't think we meet the standard. We need to get much better at showing compassion, not just to others around us, but also to ourselves. Sometimes it's OK to be different. People using our services come with all sorts of stories and histories. We want our compassionate approach to run through everything we do, from how we answer the phones to replying to emails and one-to-one interactions. To work at Mind, whatever job you are doing, you have to be able to show you care for the people we are here for.

Summary of Terms and Conditions

1. Probationary Period of Service

All new staff will undergo a probationary period which will generally be the first six months.

2. Disclosure and Barring Service (DBS)

It is a condition of employment that all staff have a DBS Disclosure at the appropriate level which will be paid for by Hull and East Yorkshire Mind.

3. Hours of Work

As per your contract of employment. All hours to be worked on a flexible basis to meet the needs of clients and the organisation. Staff who work more than six hours per day will take an unpaid lunch break of not less than 30 minutes.

4. Pay

No automatic annual increments are payable except for any cost of living increase which may be awarded to all employees at the absolute discretion of the Executive Committee.

5. Annual Holidays and Holiday Pay

The normal annual holiday entitlement with pay is 25 working days for full time staff and on a pro rata basis for staff working part time. In addition paid leave will be granted for all bank holidays (on a pro rata basis for part time staff) in each year.

6. Payments During Sickness/Injury

Staff who are absent from work for reasons of sickness, or injury sustained whilst carrying out their duties for Mind, will receive Statutory Sick Pay only in their probationary period and up to four weeks full Company Sick Pay in a 12 month period thereafter.

7. Pension Scheme

Under the Government pension regulations all eligible staff will be automatically enrolled into the Company Pension Scheme currently provided by Friend's Life. Staff contributions will be in line with the minimum percentage of gross basic earnings set by the Government. The employer contribution will be 3% of gross basic earnings. Additionally staff who are either non eligible or not entitled, under the regulations, may join the scheme and the same contribution levels would apply.

8. Subsistence and Travelling Expenses

Subsistence and travelling expenses are paid at rates determined by Hull and East Yorkshire Mind. Staff who work from home will have the first 10 miles deducted from their daily mileage claim.

9. Trade Union Membership

Employees have the right to join or not to join a Trade Union.