



## Richmond Borough Mind (RB Mind)

### Job Description

<b>Job Title:</b>	Fundraising Internship
<b>Salary:</b>	£17,850 pro rata
<b>Hours of work:</b>	30 hours per week
<b>Location:</b>	Richmond Royal Hospital, Kew Foot Rd, Richmond, and 32 Hampton Road, Twickenham TW2 5QB as necessary
<b>Responsible to:</b>	The Operations Manager
<b>Responsible for:</b>	Volunteers as required
<b>Length of Contract:</b>	12 months

### Outline

This exciting role will support existing fundraising initiatives at RB Mind and assist in the development of new ones. The role will work with a variety of stakeholders, including service users, carers, staff, businesses and individuals, and will help build and manage relationships with our supporters. The internship position will provide substantial experience in non-profit development and management, grant writing and events planning, in addition to gaining valuable office experience working in a charity. RB Mind will support the intern to develop key skills through regular supervision, networking opportunities, conferences and training.

### Key skills that will be developed

- Research, plan and produce high quality fundraising proposals
- Develop good relationship management skills
- Help develop a fundraising strategy
- Organising and managing fundraising events

### Roles and responsibilities

#### **Volunteers**

- Support the Volunteer Coordinator to grow and develop a volunteer base to support various fundraising activities including public collections, maintenance of collection boxes, delivery of merchandise and organising raffles

## **Planning**

- To support the Operations Manager in developing, implementing and monitoring a strategic plan that will work to raise the profile, potential profit and image of Richmond Borough Mind
- To assist in the design of a rolling, annual programme of events within the community, working with service users, carers, staff, businesses and individuals to raise income for Richmond Borough
- To support services in planning and organising fundraising events

## **Supporter Management**

- To help identify supporters and develop a good relationship with them
- To help negotiate and secure donations that would be suitable for fundraising activities or that would support Richmond Borough Mind services
- Assist in the management of Charity of the Year partnerships
- To help and support third party event organisers

## **Trust and Foundations**

- Research new Trusts and Foundations to apply for funding
- To liaise with staff to discuss funding proposals/approaches, ensuring accuracy of information
- To support the development of funding proposals
- To ensure that monitoring and evaluation reports/updates are sent to all donors and that they receive prompt acknowledgement and appropriate recognition for their support and database records are kept up to date

## **Communications**

- To support the Communications Officer to create publicity and marketing materials for new and existing fundraising activity
- To support the Communications Officer to ensure Richmond Borough Mind's fundraising section of the website is up to date, along with Twitter, Facebook, Just Giving and Virgin Money Giving Accounts

## **Administration & Personal Organisation**

- To be responsible for own administration and ensure that all community donor records are kept up to date using our Views database
- To assist in gathering small working groups of supporters, service users, carers and staff to support the fundraising activities
- Engage in supervision with your line manager on a regular basis
- Engage in personal appraisal, training and professional development
- To attend organisational development events
- Be willing and able to travel throughout the borough of Richmond
- Be willing and able to work outside normal office hours as necessary, for which Time Off In Lieu (TOIL) may be offered
- To undertake any other reasonable duties as may be requested by your line manager from time to time for the smooth running of the organisation
- This list is not meant to be exhaustive and other reasonable tasks may be added to or amended as the role develops.

## Person Specification

E = Essential, D=Desirable

Dimension	Scope	E	D
<b>Experience</b>	Experience of organising or participating in a fundraising events		▲
	Experience of writing a range of successful project proposals		▲
	Experience of managing and/or supervising volunteers		▲
	Experience of supporting, advising and retaining supporters		▲
	Experience of using social media to promote fundraising events		▲
<b>Knowledge</b>	A good knowledge of the Borough of Richmond		▲
	Understanding of data protection and confidentiality for the purpose of managing a supporter database.		▲
	Ability to write clear and concise reports	▲	
	Knowledge of volunteering practices and charity sector initiatives in fundraising		▲
<b>Skills &amp; Abilities</b>	Creative, pro-active and willing to engage in a variety of external fundraising events	▲	
	Ability to communicate complex issues clearly and succinctly, verbally and in writing	▲	
	Persuasive and adaptable communication style	▲	
	A high standard of written English with an ability to produce concise and persuasive prose	▲	
	A willingness to undertake research and initiate new funding opportunities	▲	
	Good administrative skills to ensure self-sufficiency, including good proficiency in Microsoft Office	▲	
	Excellent planning skills		▲
	Flexibility to manage changes in priorities that may arise at short notice	▲	
<b>Other</b>	Clean driving licence and use of own car		▲
	Willingness to travel throughout the borough of Richmond	▲	
	Willingness to work occasional evenings and weekends for which appropriate time off in lieu will be given	▲	

### **3. Main Terms of Employment**

#### **1. Salary**

£17, 850 pro rata (£14, 274 per annum for 30 hours)

#### **2. Hours of Work**

30 hours per week. If working more than 6 hours an unpaid break of a minimum of 20 minutes must be taken.

Occasional evening or weekend working may be required for which time off in lieu will be given. A flexible approach to working these hours is important.

#### **3. Annual Holiday**

25 days per year, plus public holidays, pro rata. An additional day is awarded for each completed year of service up to a maximum of 5 additional days.

#### **4. Sick Pay**

Following completion of your probationary period sick pay entitlement in any rolling year is 1 month on full pay and one month on half pay. Within the probation period there is a maximum entitlement of 3 days sick pay. Part-time employees will receive pro-rated benefits.

#### **6. Pension**

RB Mind offers a pension scheme matching an employee contribution of up to 5%. Permanent staff become eligible for the pension scheme after 3 months' service, and information about the scheme will be provided prior to this.

#### **7. Training and Development**

We encourage personal development and training for which support is provided when resources allow.

#### **8. Probationary Period**

You will be required to successfully complete a probationary period of 6 months.

#### **9. Notice period**

1 month written notice on either side, except during the probationary period, when statutory notice applies.