

Fundraising

Role Title	Fundraising Support
Location of Position	Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU
Responsible to	Project Lead
Purpose/ summary of role	To provide support to a project team and help with the day to day delivery of programmes to service users.
Description of tasks	<ul style="list-style-type: none"> • Helping to organise and run events • Collecting money • Handing out leaflets • Promote events • Help to design and manage an event
Time commitment	A minimum of 2 to 3 hours per week covering a regular spot if possible. If you are able and would like to commit more time please put this on your form.
Qualities & Skills	<ul style="list-style-type: none"> • Reliable and encouraging when working with clients, volunteers and staff • Friendly and approachable • Good listening skills • Non-Judgemental • Organised and practical • Committed to confidentiality and appropriate boundaries • Confident to ask for help when needed • Empathetic, compassionate and understanding • Confident in using a computer – Word, Excel and outlook • Can work on own initiative as well as part of a team
Training & Support	<p>We offer a ‘Welcome to Mind’ volunteer induction, which includes topics such as communication, confidentiality and boundaries as well as Health and Safety. There will be opportunities to access further training.</p> <p>You will receive a welcome pack as well as induction documentation and training. You will also have a quarterly meeting with your volunteer mentor. The Volunteer Engagement Coordinator will also be available for regular support, advice and guidance. As well as giving regular organisational updates to you.</p>

	<p>Within your induction you will be asked to complete some online training modules as well as any further training for the role. You will also be required to get a DBS for the position but this will be done with the Volunteer Engagement Coordinator before you start volunteering with us.</p>
<p>Reimbursement of Expenses</p>	<p>We can cover some of the expenses which you may incur while you are volunteering with us. Please ask for further details.</p>
<p>Benefits of being a Volunteer</p>	<p>Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeling valued by our staff and those who are accessing our services.</p>
<p>Volunteer Engagement Coordinator contact information</p>	<p>Volunteer Engagement Coordinator Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU volunteering@haveringmind.org.uk</p>