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Cornwall Mind is committed to working towards a fairer world and does not discriminate against any employee or job applicant on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

**About National Mind**

Society’s attitude to mental health is being transformed, and Mind is at the forefront of that change.

But we won’t stop until everyone experiencing a mental health problem gets both support and respect. We are leading the way in wellbeing at work, reaching over 1 million employees in the last three years, and we will continue to play a central role in holding government to account in England and Wales, demanding the successful delivery of national mental health strategies so that everybody, in every community, feels the benefits. Together, we’ll keep challenging attitudes, influencing government and supporting our diverse community of people those of us experiencing a mental health problem.

## Our vision

We won’t give up until everyone experiencing a mental health problem gets both support and respect.

## Our mission

We provide advice and support to empower anyone experiencing a mental health problem. We campaign to improve services, raise awareness and promote understanding**.**

## Our values

Mind's values are at the heart of everything we do

* **Open** We reach out to anyone who needs us
* **Together** We're stronger in partnership
* **Responsive** We listen, we act
* **Independent** We speak out fearlessly
* **Unstoppable** We never give up

**About Cornwall Mind**

Cornwall Mind was formed by the merger of two smaller Mind organisations in 2020. We are an **independent** CIO (Charitable Incorporated Organisation) responsible for its own income generation and governance. We are aligned with the vision and values of National Mind set out above as part of the Mind Federation.

**We provide opportunities for recovery from mental ill-health and maintaining wellbeing for the People of Cornwall.**

**You can find out more by visiting our website at** [www.cornwallmind.org](http://www.cornwallmind.org)

**Cornwall Mind is funded through diverse means including:**

* **Contracts with statutory bodies such as:**
* **NHS and Cornwall ICS (Integrated Care System)**
* **Charitable Trust grants**
* **Community events and fundraising**
* Donations

**About the Role**

**Title**: Fundraising Administration Volunteer

**Responsible to**: Community Engagement & Giving Co-Ordinator (at the event) and the Volunteer Coordinator.

**Time commitment requested**: 6-8 hours a month.

**Location**: Various location in the County.

**DBS check**: not required.

**Main purpose**:

The role of the Cornwall Mind volunteer is to contribute towards the smooth running of the Fundraising and Community Engagement function.

**Key responsibilities:**

* Posting fundraising material
* Assisting with mailing campaigns
* Sending thank you letters/emails for donations/support
* Contacting businesses to seek donations of auction and raffle prizes and organising their delivery
* Maintaining and updating supporter and donor databases
* Helping to organise fundraising events and campaigns
* Identifying potential donors

**Administration.**

* To abide by all company policies and procedures and within legal frameworks e.g. safeguarding, privacy, data protection.
* Maintain confidentiality of information.

**Miscellaneous.**

* Carry out other tasks consistent with the general remit of the post.
* Engage with any learning and development relevant to the role as appropriate.
* Conduct in line with Cornwall Mind’s Volunteer Policy

**Optional Training:**

Training is provided via Cornerstone, online learning management system covering;

* Health and Safety
* Safeguarding
* Equality and Diversity
* Boundaries

**About You**

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| --- | --- |
| Excellent communications and listening skills. | Essential |
| Be empathic and have the ability to empower. | Essential |
| Good understanding of mental health, recovery and wellbeing. | Desirable |
| Able to work confidentially and safely within professional boundaries. | Essential |
| Be emotionally resilient and be able to work in a challenging environment. | Essential |
| Good time management and reliability. | Essential |
| Familiar with the aims, objectives and values of Cornwall Mind | Desirable |
| Reliable and trustworthy | Essential |