**Working for Health**

**About us**

Working for Health CIC is a specialist, end to end provider of employment support to people with mental health conditions. It provides support for the job seeker to find work and supports people in work to keep their job.

We aim to increase an individual’s hope and aspiration for work, to increase the number of people in work, and reduce stigma and discrimination

**Our philosophy**

Working for Health believes that:

* everyone can work, if the work is right for them
* everyone has skills and talents
* everyone has the right to a second chance
* hope will be the change agent

Working for Health is committed to ethical principles and practice, not only towards the customers we serve but also to our partner agencies, commissioners, employees, volunteers and our environment.

As a Community Interest Company all of our profits are reengineered into our community of interest: in our case this is the group of people whose working life is affected by mental ill health.

**Promotion and fundraising**

Connecting with our community and key stakeholders is central to the development of the CIC. This means that we take every opportunity to raise the issues of mental health to reduce stigma and discrimination (especially in relation to employment) and aim to influence the employment and social outcomes for people with mental health conditions.

We also have a duty to ensure the organisation has the financial backing to provide the additional services that make the difference to people’s lives. Our grants and contracts are ‘restricted funds’ this means that they can only be spent on the specific activities and service that they fund. ‘Unrestricted funds’ from gifts and sales allows the organisation to be creative, responsive and to test new ideas.

**Volunteer job title** Promotion and Fundraising Champion

**Reports to (post title):** Artist in Residence – Fundraising Lead

**Payments:** All authorised out of pocket expenses will be reimbursed

**Role Purpose:**

The promotion and fundraising champion will be part of a team, planning and taking part in events around Hull and East Riding, to raise the organisation’s profile and attract additional funds for the organisation. Attendance will be variable depending on current activities in addition to monthly planning meetings.

*Promotions:* You will connect with our community, external agencies, partner organisations and employers. You will act as a mental health promotion champion to reduce stigma and discrimination and share the work and philosophy of the organisation.

*Fundraising:* This will be through specific activities throughout the year to increase our unrestricted funds. These activities could include open days, festivals, fun runs, busking… the list is endless. But the role will require the volunteer to work with the Fundraising Lead and get involved in the planning and the execution of the event.

**Duties are varied but may require you to:**

* Share ideas about ways of achieving promotion and fundraising goals.
* Establish and work to an annual events calendar.
	+ Research key events within the area and analyse the benefit of our attendance.
	+ Research and analyse national charitable ‘days’ and plan which ones to engage with.
	+ Contribute to the creation of our own events and activities.
* Contribute to the administration and organisation of the projects.
* Attend events to promote the work of the organisation and its services.
* Handle cash that is donated at events and record effectively.
* Contribute to the development of digital promotional campaigns – film making, podcasts etc.
* Contribute to promotions on the social media platforms.
* Promote a belief in recovery from mental illness and value of people with lived experience.
* Maintain respectful and professional relationship with the participants, staff and other volunteers, and maintain confidentiality and boundaries.
* Contribute to service development and identify areas for improvement.
* Engage in supervision, training and personal development activities consistent with the requirements of the post.
* Work within the policy and governance framework of the organisation.

**How we work**

**Confidentiality**

In the performance of the duties, the post-holder may have access to confidential information relating to service users, staff and volunteers, and the organisation. All such information is to be regarded as strictly confidential and may only be divulged to authorised persons in accordance with the policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health and Safety**

The post-holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the Health & Safety Policy.

**Safeguarding**

Working for Health is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk and we expect all staff and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process and the successful applicant will be required to undertake annual Safeguarding training and an enhanced criminal record check.

**Equality and Diversity**

The post-holder will support the equality, diversity and individual rights: acting in a way that recognises the importance of people’s rights; respecting people’s privacy, dignity, needs and beliefs; and behaving in a manner which is welcoming, non –judgemental and respectful of circumstances, feelings, priorities and rights.

**Personal/professional Development**

The post-holder will participate in the induction training programme implemented as part of this role, participate in a Development Review and take responsibility for own development, learning and performance.

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| **PERSON SPECIFICATION** | **Essential**  | **Desirable** |
| Be able to engage quickly with people, be friendly and approachable. |  |  |
| Be reliable and able to ensure all agreed commitments are met.  |  ✓ |  |
| Communicate effectively with a range of audiences: general public, people with mental health conditions and their carers, professionals and external agencies |  |  |
| Have a good understanding of mental health and mental illness |  ✓ |  |
| Have a good understanding of the impact of mental health conditions on employment |  |  ✓ |
| Excellent team-working skills |  |  |
| Ability to handle cash and complete the financial record sheet |  |  |
| Good written, verbal and non-verbal communication skills. |  |  |
| Have good organisational skills |  ✓ |  |
| Ability to be self-motivated and pro-active |  |  ✓ |
| A flexible approach to working pattern |  ✓ |  |

**Applications**

To apply for this post please send a CV and a cover letter outlining how you meet the person specification and why you would like to volunteer with us.

Applications can be sent by email to diane@workingforhealth.co.uk

Or by post to:

Diane Heaven

Working for Health CIC

The Station

Station Road

Cottingham

East Yorkshire

HU16 4LL

For more information on the role, please contact Diane on 01482 242808