

# **Recruitment Pack**

**Community & Events  
Fundraiser**

December 2025



## Thank you for your interest in working with Lancashire Mind

### Who are we?

Lancashire Mind is an award winning, independent mental health charity, delivering a strategy that was co-created with the people of Lancashire. We reach over 10,000 people each year.

We're an active member of the Mind Federation, linking us with national Mind and around 100 local Mind organisations across England and Wales. This provides excellent opportunities for good practice sharing and partnership working.

**Our purpose is to support people in Lancashire to achieve the best mental health and wellbeing possible.**

To achieve this, we:

**Connect Minds** through ongoing engagement and co-creation.

**Change Minds** by challenging stigma and increasing knowledge around mental health.

**Support Minds** by being a source of help, where, when, and how people need it.

We value being:

#### Real

Grounded in lived experience and making sure our work is relevant to Lancashire.

#### Bold

We're not afraid to demand better for people who need our help.

#### Caring

Treating people with compassion and respect and being there for people and communities in Lancashire.

#### Open

Working inclusively to tackle issues and being open to new ideas.

We believe that everyone can achieve good mental health and wellbeing, and that resilience is the key to sustaining it. With 50% of mental health conditions developing before the age of 14, building resilience from an early age is central to the work we do.

We empower people in Lancashire to value and take care of their mental health. Our work ranges from 1:1 support for people facing multiple and complex barriers, to preventative and influencing work. We work in partnership with others to make mental wellbeing a priority.

We are determined to be an organisation that's representative of the diversity of the whole county and one that challenges the mental health inequalities faced by our communities. We're working to become a truly anti-racist organisation.

Everyone who works for Lancashire Mind is fuelled by a passionate belief that enabling people to achieve mental wellbeing will reduce the number of people who go on to develop a mental health condition, and for those who do, to have a better chance of remaining well.

**Join us to connect, change and support minds in Lancashire.**



# Why work with us?

As well as striving to meet the mental health needs of our local communities, we aim to be a good employer and do what we can to provide a supportive and healthy environment for our employees.

You'll get a friendly welcome from colleagues and clear expectations about your role and how it contributes to achieving Lancashire Mind's goals.

***“I’m extremely grateful for the support I’ve had and the opportunities I’ve been given within my time working here.”***

## Flexible working

We operate a hybrid working policy. For office-based roles, you'll split your time between home and our office (currently in Chorley but moving to Leyland within the next six months). You'll also spend time working in communities, at a range of different venues. Depending on the requirements of the role, we can consider remote working.

Our full-time hours are 35 hours per week. We're open to requests for flexible working hours, including compressed hours. Everyone is provided with the equipment needed to work from home or in the community.

## Leave

Full-time staff have 25 days annual leave, plus bank holidays (pro rata for part-time roles). We close for the days between Christmas and New Year, which are given as additional leave entitlement (pro rata).

We've recently introduced long-service leave. Employees who've worked for Lancashire Mind continuously for 3 years are entitled to an extra day's holiday for each full year of service, up to a maximum of 5 days (pro rata).

We've also introduced a buying/selling annual leave scheme.

We offer five paid days of emergency/compassionate leave (pro rata) to help you manage unexpected life events.

***“It’s a really rewarding job and I love the team spirit.”***



## Wellbeing benefits

Our workplace wellbeing scheme is provided by a small team of staff champions. They organise wellbeing activities and run surveys, giving staff opportunities to input to improving wellbeing in the workplace.

We offer an annual, paid wellbeing half-day to encourage all employees to do something positive for their own wellbeing.

Our Employee Assistance Programme gives you access to a GP advice line and emotional support 24/7, plus access to virtual GP consultations and counselling sessions.

We cover the cost of an annual standard eye test and annual flu vaccination for all staff.

***“Amazing place to work, lots of opportunities for employees to grow in roles...a focus on wellbeing.”***

## Financial benefits

We offer the opportunity for staff to save for their retirement by providing a workplace pension scheme, with options for matched contributions up to 6%.

From your start date you'll be eligible for the company sick pay scheme, which increases with each year served up to 6 weeks full pay, 6 weeks half pay after five years of service.

## Learning and development

You'll have protected time during regular 1:1s with your line manager, to reflect on and plan the work you do.

We provide a wide range of learning opportunities, including shadowing other staff, as well as regular training courses.



## Who you'll work with

The Community & Events Fundraiser is a member of the fundraising team that sits within the Development Department. You'll be joining our Corporate Fundraiser and the Fundraising Lead, who will be your manager.

You'll also work closely with other Lancashire Mind teams, particularly the external relations and marketing team.

Under the direction of the Head of Development, the fundraising team is responsible for generating income to contribute to sustaining and growing the charity's services and projects.

We attract funding from a wide range of sources, including charitable trusts, grant giving organisations, NHS and local authorities, which is mostly restricted to specific services. The income we generate via community and corporate fundraising is unrestricted, which enables us to be more flexible and responsive to local needs.

The Fundraising Lead, Community & Events Fundraiser and Corporate Fundraiser work closely together to deliver a range of fundraising activities and to build positive relationships with the people who support the charity through donations, sponsorship and fundraising.

You'll also have direct contact with people across the organisation, including trustees and volunteers, to encourage their support with fundraising activities, particularly events.

## Your role

In this exciting and challenging role, you'll work with the fundraising team to grow and develop the charity's fundraising activities, to meet annual income targets.

The Community & Events Fundraiser is responsible for the smooth running and ongoing development of Lancashire Mind's fundraising events, as well as helping the charity's supporters with their efforts to raise funds. This includes coordinating places

in third party events and encouraging people to run their own fundraising activities.

Lancashire Mind holds at least four events throughout the year, starting with a new event for 2026, Club Feelgood in March – a day rave for over 30s; the Solstice Walk in June – a sunrise to sunset walk around a running track; Lancashire Three Peaks in September – a 20km hike; and our flagship event, Mental Elf in December – a festive fun run for all ages.



Alongside the fundraising events we hold a men's mental health Sunrise Walk in April and a Candlelight Walk on World Suicide Prevention Day in September, which you'll also help with.

Mental Elf was established by Lancashire Mind in 2014 and over the last three years has been adopted by the Mind Federation, with over 30 events taking place in 2025. You'll liaise closely with Mind and local Minds to further develop the event.

With support from the fundraising team, you'll look at ways to grow Lancashire Mind's calendar of events, using existing and new partnerships. For example, we've recently partnered with School Sport

Partnerships to run Elf Dash events, as an add-on to Mental Elf.

An important part of the role is supporter relations. One of our current priorities is to improve the supporter retention rate. We want to do this by deepening our understanding of the people and groups who choose to support Lancashire Mind and establishing a more robust supporter journey that leads to people having a great experience of fundraising.

Another priority is to increase the team's capacity by recruiting volunteers. You'll work with the fundraising team to develop volunteer roles, to support fundraising activities and provide opportunities for people to volunteer.

Other areas that sit under community fundraising, include regular giving, giving in memory and legacy giving. You'll support the Fundraising Lead to develop these and identify new opportunities to maximise fundraised income.

Every day will be different but a typical office day might include speaking to or emailing supporters to help them with their fundraising; onboarding new supporters; carrying out tasks towards event planning; meeting with colleagues to provide updates, track progress, discuss ideas; updating records on our CRM system; checking social channels for fundraising related activity and reacting/responding to posts. Other days will be spent out and about around Lancashire, meeting with supporters, visiting venues, accepting donations/cheque presentations, attending training sessions and meetings/conferences.

We're looking for someone who believes in our vision of a Lancashire where everyone achieves the best mental health and wellbeing possible. Someone who is driven, ambitious and enjoys building relationships with people from all walks of life.

# Job description

**Job title:** Community & Events Fundraiser.

**Hours:** Full-time, 35 hours per week.

**Contract:** Permanent, subject to ongoing business need and fundraising performance.

**Salary:** £29,000 starting salary, negotiable for candidates who can demonstrate exceptional skills and experience.

**Responsible to:** Fundraising Lead.

**Location:** based in central Lancashire (currently Chorley but moving to Leyland), with a mix office and home working and travel to meetings and activities across the county.

## Overview

In this exciting and challenging role, you'll work with the Head of Development and Fundraising Team, to grow and develop Lancashire Mind's community and events fundraising activities. As a member of the team, you'll be jointly responsible for achieving our annual income target, with specific targets set for your areas of fundraising.

You'll be responsible for planning and coordinating Lancashire Mind's fundraising events, and securing and managing places in third party events, e.g. Great North Run. You'll be the main contact for members of the public and community groups who want to support Lancashire Mind, providing them with information, resources and support to make the most of their fundraising efforts and ensure they have a great experience.

You'll work closely with the Fundraising Lead to develop other areas of fundraising, particularly individual giving, as well as exploring new areas that will help to grow the number of people who support Lancashire Mind and increase fundraised income. You'll work in partnership with the Corporate Fundraiser, particularly to secure sponsorship for Lancashire Mind events and encouraging companies to participate in events.

You'll liaise with the marketing team, creating content for social channels to promote events and thank our supporters, and respond to messages/comments related to fundraising.

You'll create opportunities for volunteers by identifying ways in which they can support your areas of work, for example, stewarding events, running stalls, attending cheque presentations, etc.

There's an element of lone working to this role, with activities taking place across Lancashire so the successful candidate needs to be comfortable with lone working and travelling around the county on a regular basis, including some evening and weekend activities.

## Main duties and responsibilities

- Support the Fundraising Lead to develop annual plans for fundraising and track progress for your areas of fundraising.
- Manage all community fundraising activities and events, including planning and delivering multiple events each year.

- Create an annual calendar of events to promote Lancashire Mind and third-party events to supporters.
- Effectively steward event participants through regular and clear communication.
- Evaluate events to identify opportunities for further development and address any challenges.
- Provide appropriate and timely support to individuals and groups who want to do their own fundraising activities in aid of Lancashire Mind.
- Make effective use of digital platforms, such as JustGiving, to monitor fundraisers' activities and track amounts raised.
- Keep track of supporters and event participants by maintaining records on our CRM system.
- Build and maintain strong relationships with supporters to ensure they feel valued and inspired to continue to support the charity.
- Create engaging fundraising content for our audiences, including e-communications, website articles and social media posts.
- Respond to enquiries from members of the public, via phone, email and social media channels, providing accurate and engaging information to encourage their support.
- Organise fundraising equipment to ensure stock levels are managed and, where relevant, items are tracked and returned (e.g. donation tubs).
- Support the Lead with recruitment of volunteers and manage volunteers who support events and community fundraising activities.
- Support the Fundraising Lead with identifying opportunities in different areas of fundraising, to maximise fundraised income.
- Follow agreed fundraising procedures and processes and adhere to the Fundraising Regulator's Code of Practice.
- Understand and implement Lancashire Mind's policies and procedures, including key policies such as lone working and information governance.
- Attend internal and external meetings and training, as and when necessary.
- Undertake flexible working hours, including weekend and evening work when required (where possible, working hours don't go above the contracted hours but this is sometimes unavoidable so we operate a time off in lieu (TOIL) policy, this allows any time owed to be taken back at a later date).
- Travel across Lancashire (travel expenses reimbursed, except for usual commute to and from work).
- Undertake other duties, as and when deemed necessary by a Senior Manager.

**Please note:** Lancashire Mind follows Safer Recruitment practices and have a commitment to safeguarding people who use our services. Therefore, this role is subject to a basic Disclosure and Barring Service (DBS) check so all applicants must be willing to undergo the check. If invited to interview, we will ask you to provide evidence of your qualifications and right to work in the UK.

# Person specification

We only consider inviting to interview people who show that they possess the required experience, skills and personal attributes, as outlined in the table below. **When completing your application form, please use examples from your professional and personal life to illustrate how you fulfil all the criteria to be assessed at application stage only (A).**

Lancashire Mind is committed to fighting racism and other forms of oppression. We want to be a great employer for all our staff, regardless of their background or characteristics. We recognise that not everyone is the same and that different people will require different support to fulfil their potential. We want to ensure Lancashire becomes a place of greater equity and inclusion. One thing we can do to work towards that goal is to ensure that our staff team is representative of the diverse communities across Lancashire, and particularly those communities we know face mental health inequalities. We particularly encourage applications from those communities and from anyone with experience of living with a mental health condition.

	<b>Criteria</b>	<b>Assessed at application (A) or interview (I)</b>
<b>Knowledge and experience</b>	1. Experience in a similar role or with transferable skills relevant to developing, planning and evaluating fundraising activities.	A
	2. Experience of organising events and recruiting and supporting participants.	A and I
	3. Experience of engaging and communicating with a diverse range of stakeholders.	A
	4. Experience of working towards annual plans and targets.	I
	5. Experience of providing a high standard of customer care and creating customer journeys.	A and I
	6. Experience of using digital tools and apps such as CRM systems, event platforms, social media channels, etc.	A
	7. Knowledge and understanding of professional boundaries, data protection, and risk assessment.	I
<b>Skills, abilities and competencies</b>	1. Ability to communicate effectively with a wide range of people and through a variety of methods.	I
	2. Ability to work independently and be an effective team member.	A
	3. Ability to manage conflicting demands and pressures and set priorities to meet deadlines.	I
	4. Ability to identify and solve problems.	I

	5. Excellent IT skills (Microsoft 365, including Excel) and the ability to learn new software packages, including video conferencing platforms and CRM systems.	I
<b>Personal attributes</b>	1. Positive, enthusiastic and friendly attitude.	I
	2. Resilient and committed to promoting mental wellbeing for all.	A
	3. A demonstrable personal commitment to equality, diversity and inclusion; and challenging discrimination.	I
	4. Takes accountability for self and holds others to account.	I



# To apply

If you would like to discuss the job before applying, contact Andrea Pollard, Fundraising Lead, [andreapollard@lancashiremind.org.uk](mailto:andreapollard@lancashiremind.org.uk)

**The deadline for applications is 10am on 26 January 2026.**

Applications must be submitted using the online application form on our career site - [Lancashire Mind - current job openings](#).

Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.

If you have any issues with the career site, please email [recruitment@lancashiremind.org.uk](mailto:recruitment@lancashiremind.org.uk).

**Interviews for this post are scheduled to take place on 5 February 2026.**

Shortlisted candidates will be notified no later than 29<sup>th</sup> January. Interviews will be held in-person at the Lancashire Mind office in Chorley.

If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.

If you have any questions about the application process or require support with the process, please contact our Operations Team on 01257 231660.

# What to expect at interview

Shortlisted applicants will be invited to attend an interview, which will usually take place at the Lancashire Mind office in Chorley. Occasionally, they are held at other venues in Lancashire or virtually via Microsoft Teams. Details of the venue and times will be included within the email invite. You can expect the following if you are attending an interview:

- All interviews include a task and set of questions asked by a panel of three people.
- Some interviews include a presentation, which will need to be prepared in advance of the interview. Where a presentation is required, we provide a minimum of 5 days' notice to allow time for preparation. We recommend applicants pencil time into their diary for preparing a presentation, in the event they are shortlisted.
- The interview task is used to test IT skills and the ability to complete a task related to the role being applied for. 30 minutes is allowed for the task, which usually takes place before you meet the panel. There's no need to do any preparation for the task.

- The panel interview will usually consist of between 6 and 8 questions and takes around 30 to 45 minutes.
- We aim to support people to feel as comfortable as possible at interview and are happy for you to ask for clarification on any of the questions asked by the panel, as well as taking a few moments to think about a question before answering. The panel will provide you with a copy of the questions they are going to ask so that you can read them as they are being asked.
- Once the panel have asked their questions, candidates can ask questions about the job and/or Lancashire Mind.
- We can adapt the interview process for individuals where required. There's space on the job application form to request reasonable adjustments.

**Lancashire Mind**

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