



BUSINESS DEVELOPMENT AND FUNDRAISING ASSISTANT

WE ARE LOOKING FOR ENTHUSIASTIC AND PASSIONATE INDIVIDUALS TO JOIN OUR TEAM!

Freedom of Mind aims to create conversation around mental health, educate individuals and communities, and inspire change to make Bristol a happier, healthier city. For the past three years we have transformed Bristol into a hub of discussion, running events focused on raising awareness of mental health and emotional wellbeing and we need you to help us keep going.

We are looking for empathetic and driven individuals who share our passion to reduce stigma and improve mental health to join our team. We already have people from a wide range of backgrounds and with a variety of skill sets but are looking to expand on this as we grow and develop. We encourage anyone who is interested to apply, even if you feel you might be lacking experience, as we support skill development where we can.

WE ARE SEARCHING FOR PEOPLE WHO ARE:

- ✓ **PASSIONATE**
- ✓ **OPTIMISTIC**
- ✓ **ENTHUSIASTIC**
- ✓ **CREATIVE**
- ✓ **FUN**
- ✓ **INDEPENDENT**
- ✓ **MOTIVATED**
- ✓ **EMPATHETIC**
- ✓ **HARDWORKING**

We want to ensure our organisation is representative of the individuals and communities we work with and as such welcome and encourage applications from any person regardless of disability, gender, ethnicity, age, religion or sexual orientation.

THE ROLE:

We are looking for volunteers who can help us raise funds so we can continue to increase awareness around mental health and mental illness. You will be a part of a team working together and independently to write bids, come up with inventive new ways of raising money, and managing our stock. You will be working with the directors to set and monitor budgets and ensure our financial procedures are adhered to.

TIME: UP TO 12 HOURS A MONTH

REPORTS TO: MANAGING DIRECTOR

KEY TASKS:

- Researching for, writing and editing fundraising applications.
- Working with other team members to create and monitor budgets.
- Managing stock levels and ordering new Freedom of Mind merchandise.

EXPERIENCE:

- **ESSENTIAL:** Writing fundraising bids.
- **ESSENTIAL:** Good knowledge and understanding of maths, english, and IT competency.
- **DESIRABLE:** Managing organisational funds.
- **DESIRABLE:** Admin experience.

To apply please fill out [this form](#). If you would you like more information email us: volunteers@freedomofmind.org.uk

We really appreciate all the time and effort people put into making Freedom of Mind awesome and do our best to support those who work with us. Unfortunately, funding is tight and as such all our roles - including existing positions - are voluntary. We offer the opportunity to work alongside a fun, creative and dynamic team who are all passionate about mental health awareness and emotional well-being, and hope that you will consider joining us.