

HR, Training, Marketing & Fundraising Placement (unpaid)

April 2025

Hertfordshire Mind Network
Watford Wellbeing Centre
501 St Albans Road
Watford
Hertfordshire
WD24 7RZ

02037 273600
Recruitment@hertsmindnetwork.org
www.hertfordshiremind.org

HR, Training, Marketing & Fundraising Placement (unpaid)

Dear applicant,

Thank you for your enquiry about the above placement

For more information about HMN and our services, please see our website at
<https://www.hertsmindnetwork.org/placement-opportunity/>

To apply, please submit your CV and a supporting statement as to why you are suitable for this placement.

Clearly state your address, e-mail address, telephone number and whether you have a driving license.

Please return applications quoting reference number **225** to Fran Swallow, Head of HR at **recruitment@hertsmindnetwork.org**

We will close this advertisement when we have received sufficient applications.

Interviews to be held on a rolling basis.

Yours sincerely

Fran Swallow
Head of HR

Job Description

Job title:	HR, Training, Marketing & Fundraising Placement (unpaid)
Reference Number:	225
Contract length:	Eight Months from September - June 2026 or dates to be agreed
No. of hours:	Minimum 20 hours per week
Main base/s:	Watford Wellbeing Centre (with possible travel across the county)
Checks needed:	Enhanced DBS and 2 satisfactory references

Background to the Placement

Herts Mind Network, (HMN) whilst federated with national Mind is an independent and rapidly growing charity providing an essential and diverse range of mental health support for adults, young people and children in Hertfordshire.

We have 165 employees and 7 Wellbeing Centres across the County and services include Crisis intervention, Complex needs and Community outreach, Peer and group support, Wellbeing and Counselling, Training and Education.

Purpose of Placement

On placement with our HR, Training Marketing & Fundraising teams we will offer you a development opportunity that is designed to provide experience of applying knowledge and skills from a relevant course of study in the workplace. (Business Management, HR or Marketing) This multidisciplinary placement provides the opportunity for the individual to contribute to and experience the working practices of the above support functions of the charity. We in return commit to provide you with regular feedback and one to one support as part of our ongoing professional development review processes within these areas.

Placement description

You will be working closely with HR/Training and Marketing/fundraising to deliver tasks such as:

- preparing new hire information and training materials.
- issuing certificates for existing employees attendance;
- scheduling training sessions and workshops, and tracking employee training progress and issuing certificates;
- conducting employee satisfaction surveys, compiling results for analysis and discussions;
- maintaining employee files and records through an HRIS
- reviewing and updating HR policies and procedures.
- Researching new fundraising prospects including companies, organisations and schools.
- Making approaches to companies, organisations and schools using email and telephone and attending promotional events
- Updating our donor records.
- Sending out fundraising materials.
- Writing press releases for fundraising events.

- Plus other tasks that may provide suitable experience whilst on placement with our charity.

General responsibilities

- To be compliant with legal, ethical, regulatory and social requirements.
- To manage with our support your own personal resources and own professional development.
- To ensure all duties are carried out in a manner which promotes equality and diversity.
- To promote a health and safety culture within the workplace, observe all health and safety rules and procedures as required and where appropriate conduct risk assessments.
- Ensure that essential information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons.
- All information must be maintained within the Data Protection Act.
- To be an active and effective team member.

Person Specification

- An individual who is enthusiastic and willing to learn about the work of Hertfordshire Mind Network
- Able to use Word, Excel and the Internet.
- Able to communicate in a confident manner to a range of different groups.
- Who is seeking the opportunity to develop skills with an unpaid placement in the relevant area of study (Business Management, or HR or Marketing or similar).
- Able to commit to the agreed hours of the placement opportunity

Placement to commence from September 2025 for a period of 8 months until May/June 2026.