

**BIMHN Role Description – Membership Engagement Officer
(Paid role of XX hours per month at £XX p/h)**



Bristol Independent Mental Health Network (BIMHN) is a mental health user led group campaigning to improve mental health services in the City of Bristol.

In our efforts to become the voice for Mental Health Service Users in Bristol it is important that we are able to reach out to different individuals and organisations.

This role requires the successful candidate to be able to develop a strategy for how we will reach out to different groups across Bristol, encouraging them to join BIMHN and be a part of a growing representative voice for people accessing Mental Health Services. This is important to ensure the work of BIMHN is able to be as representative as possible when representing the needs and interests of those that have accessed, are currently accessing, or are looking to access Mental Health Services.

As Membership Engagement Officer, your core responsibilities would include:

- Leading on the development of a Membership Engagement Strategy for BIMHN.
- Develop appropriate measures of establishing outcomes and impact of our membership engagement work.
- Ensuring our engagement is diverse and inclusive.
- Working with the rest of the committee, develop an action plan to implement the Membership Engagement Strategy.
- Developing methods for engaging with hard to reach members of the community that have or currently use Mental Health Services.
- Sourcing locations to display information about the group.
- Sourcing opportunities for membership development and training.
- Supporting the development of a website for the group.
- Developing innovative ways of ensuring that external organisations know to approach BIMHN for their views on work going on relating to Mental Health in the City of Bristol.
- Developing innovative and a variety of methods of communication, including: news articles, newsletters, leaflets, social media profile and other innovative methods of communication.
- In collaboration with the committee, support the development of member groups.
- Ensuring a monthly newsletter is produced and circulated to the membership.
- Ensuring effective use of BIMHN's social media platforms.
- Working with the committee, support the continued development of BIMHN's website.
- Support the taking of minutes of monthly business meetings and committee meetings (shared with Representation & Accountability Officer).
- Take on other tasks as reasonably requested by the committee/membership.

You would also be expected to adhere to the “**Expectations of Officers & Representatives of IMHN/BIMHN**”.