Staff Wellness Volunteer

About Edinburgh Children's Hospital Charity (ECHC)

ECHC is the charity that supports hospital and healthcare settings for children across the Lothians. We fund enhancements, provide distractions, support families and so much more. We aim to make the time that children spend in hospital that little bit easier, less scary, and more fun.

Volunteer Role Description

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Staff Wellness Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Role</td>
<td>To lead on our efforts to support and thank NHS staff in the hospital. This small team of volunteers will be tasked with sourcing and distributing ‘treats’, arranging a wellness lounge event at least once per year and arranging other wellness activities as required.</td>
</tr>
<tr>
<td>Location</td>
<td>RHCYP Little France and Home Working</td>
</tr>
<tr>
<td>Hours</td>
<td>Ad hoc as required. There will be some regular activity required to plan activities, source items and liaise with fundraising team/other volunteers. Increased time required in lead up to/during events</td>
</tr>
</tbody>
</table>
| Tasks                          | • Source small gifts/treats (e.g. Easter eggs, Christmas Chocolates, mini hand creams) to be handed out to NHS staff or activity taster sessions for them to participate in.  
• Preparing/packing gifts for distribution to staff  
• Liaising with fundraising to confirm existing supporters who may assist with these tasks or identify new contacts we should be reaching out to  
• Planning, organising and running wellness lounges at least once per year including:  
  o Sourcing supplies for the lounges  
  o Liaising with Volunteer Coordinator to source additional volunteers for the events then organising volunteer rotas  
  o Set up and clear up of the lounges  
  o Helping to run the lounges – serving refreshments, handing out gifts, keeping the area tidy & welcoming  
• Promoting ECHC activities to NHS staff when giving out gifts/at lounges  
• Assisting the fundraising team to Thank suppliers of Gifts in Kind and ensuring these are accurately recorded  
• Passing on feedback, fundraising ideas or offers of support to the fundraising team |
| Supervision                    | These roles will report to a member of the fundraising team |
| Person Specification           | • Excellent Communication skills  
• Confident in working with the public  
• Confident in reaching out to potential gift/supplies/activity donors  
• Excellent administration skills  
• Able to act with discretion and sensitivity  
• Committed to ECHC values  
• Able to work well in a team |