

## ECHC Relationship Fundraising Team Special Events Volunteer

### About Edinburgh Children's Hospital Charity (ECHC)

ECHC is the charity that supports hospital and healthcare settings for children across Edinburgh and 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.

Our Relationship Team sits within our wider Fundraising and Marketing Team and are vital to the success of ECHC, working hard to raise the money which allow us to support children and families. They need support throughout the year with a variety of tasks at high profile fundraising events.

### Volunteer Role Description

Role Title	ECHC Relationship Fundraising Team - Special Events Volunteer
Purpose of Role	To assist the Relationship Fundraising Team by supporting our fantastic calendar of high-profile special events throughout the year.
Location	Various locations throughout Edinburgh including Prestonfield House
Hours	Various hours available throughout the year, which will often include evenings and weekends. Volunteers are expected to sign up to support a minimum of one event per year. This is a minimum time commitment of 3 hours.
Tasks	Tasks can vary depending on the type of event, the skills of the volunteer and the support required at that time: <ul style="list-style-type: none"> <li>• Acting as a table host</li> <li>• Taking donations from guests either by cash or card</li> <li>• Auction spotting</li> <li>• Distributing prizes</li> </ul>
Supervision	A named member of fundraising team will support each volunteer (exact person will depend on task/day)
Person Specification	Essential <ul style="list-style-type: none"> <li>• Comfortable with being on their feet for long hours in a fast-paced environment</li> <li>• Confident and friendly when meeting new people</li> <li>• Organised with attention to detail</li> <li>• Flexibility - a willingness to help at various events including evenings and weekends</li> <li>• A passion for the work we do for children and young people</li> </ul>



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Children's  
Hospital Charity**  
child first, patient second.