

ECHC Office Volunteer - Fundraising

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 Fundraising team are vital to the success of ECHC, working hard to raise the money which allow us to support children and families. There will be occasions where they need support in the office with a variety of tasks

Volunteer Role Description

Role Title	ECHC Office Volunteer - Fundraising
Purpose of Role	To assist the fundraising team with administration tasks in the office
Location	ECHC Office, Shawfair, EH22 1FD
Hours	Ad-hoc - Varies depending on needs of fundraising and tasks to be completed but opportunities will be within standard office hours (Mon-Fri, 9am-4pm). Volunteers will be contacted with current requirements/to sign up for shifts as needed.
Tasks	Tasks can vary depending on the needs of fundraising, the skills of the volunteer and the support required at that time. <ul style="list-style-type: none"> • Assist with preparing and sending campaign mailings • Preparing and sending supporter thank-you letters • Making stewardship calls to supporters • Updating databases • General administration support (filing, helping with incoming mail etc) • Cash counting
Supervision	A named member of fundraising team will support each volunteer (exact person will depend on task/day)
Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Confident and friendly when meeting new people • Organised • Flexibility - a willingness to help various members of the team on different tasks • A good eye for detail and accuracy • A passion for the work we do <p>Desirable</p> <ul style="list-style-type: none"> • All round confidence with IT including Word - experience with databases would be particularly helpful.