

## Finance Support Volunteer – Grants Administrative Support

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

EHC 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

Role Title	Finance Support Volunteer – Grants Administrative Support
Purpose of Role	To provide administrative support to the Grants Team.
Location	EHC Head Office, Shawfair/RHCYP Offices
Hours	Wednesdays (Weekly) Half Day (Morning or Afternoon)  This is a regular, long-term volunteering role.  No minimum commitment, although time is required to train the volunteer
Tasks	<ul style="list-style-type: none"> <li>• Communicating with Grant Applicants via email and telephone</li> <li>• Database Input</li> <li>• Requesting Evaluations</li> <li>• General administrative duties</li> </ul>
Supervision	Reports to and will be trained by Sarah – Finance and Operations
Person Specification	<ul style="list-style-type: none"> <li>• Comfortable working with financial matters</li> <li>• Comfortable and experience in using Databases</li> <li>• Excellent attention to detail with a methodical approach</li> <li>• Positive individual with an obvious enthusiasm for the work of EHC</li> <li>• Good communications skills – verbally and written</li> <li>• Confident to talk to people on the phone</li> </ul>