



**Edinburgh  
Children's  
Hospital Charity**

# **Office Volunteer (CWT)**

**Royal Hospital for Children and Young  
People**



## About ECHC

At ECHC, we believe no child should face hospital alone. Every single day, 500 seriously ill children and their families face a potentially life-changing hospital visit. And every day, they inspire us to make those visits as positive as possible.



## About the role

We are seeking an enthusiastic and friendly individual with great administration skills to support our Children's Wellbeing team with their office tasks. You will be based in our charity offices within the hospital.

## Hours

This is a regular, ongoing role. We anticipate that support will be needed one day per month, with additional support required from time to time. This would be a weekday (not Wednesday) but beyond that we can be flexible on the exact day (including splitting across 2 or more days). We ask for a minimum commitment of 6 months for this role.

## Tasks

- Data entry and maintaining accurate records (e.g. spreadsheets, contact lists)
- Filing, scanning and organising documents (digital and/or paper)
- Preparing letters, forms or basic documents
- Supporting meeting preparation (e.g. agendas, minutes, sign-in sheets)
- Supporting monitoring and reporting tasks (e.g. collating simple statistics, attendance logs)

- Assisting with resource preparation (e.g. printing, organising packs, materials)
- Supporting staff with ad hoc administrative tasks as required

## Person Specification

- Confident in use of Microsoft Office applications, particularly Excel
- Good general administration skills
- An organised and proactive approach
- Flexibility – willingness to perform a variety of roles/tasks
- Reliable and a team player

*Ready to apply?  
Check the volunteering page of the website  
for our current opportunities!*

