

THE ARCHIE FOUNDATION

VOLUNTEER – KNITTING COORDINATOR - JOB DESCRIPTION

Job Title: Volunteer – Knitting Coordinator

Introduction to The Archie Foundation

The Archie Foundation exists to make the difference for children and their families accessing local NHS healthcare and in bereavement. By working with our NHS colleagues, child development and childcare professionals, Archie provides a lifeline of support for local children and their families. Whether it's an amazing £2million investment to transform a major NHS project; spending precious time helping a bereaved child to process and manage their grief or a £2 cup of tea that provides a vital, brief moment of comfort and respite for an anxious parent, you can be sure that your fundraising efforts will truly make the difference when and where it matters most. Everything we do is thanks to the generosity of the local communities we support across Grampian, the Highlands & Islands and Tayside.

Role purpose:

The Archie Foundation is very lucky to have the support of hundreds of skilled and dedicated crafters, principally knitters, who have supported the charity over many years by providing valuable gift-in-kind support. Such is the volume (and value) of gifts donated to Archie that we now seek require specialised, volunteer support to help us manage this important side of our charitable work.

The Knitting Coordinator will receive, thank, value and record all crafted gifts received by Archie.

The Knitting Coordinator will coordinate the distribution of knitted goods to the various wards, groups, organisations and events the charity supports. This may include working with the Fundraising Team to plan Craft Fairs to sell donated crafted goods to raise funds for the charity.

The Knitting Coordinator will liaise with charity staff to understand what is required and to work with our craft supporters to match charity requirements with craft supporter skills and interests. The Knitting Coordinator will handle all enquiries related to hand-crafted donations to the charity.

This is an exciting opportunity for someone with a passion for knitting and other handicrafts to work with like-minded people across the north and north east of Scotland to support one of Scotland's most loved children's charities.

Place of work: This role requires the postholder to work from the charity's Head Office, based at Royal Aberdeen Children's Hospital, Aberdeen. There may be the opportunity for occasional travel to the charity's offices at Raigmore Hospital in Inverness and Ninewells Hospital in Dundee.

Hours of work: Minimum of four hours per week with timing to be agreed with the successful candidate.

Benefits: The satisfaction of knowing that your efforts make a real and tangible difference to local babies, children and their families.

Applications: Application by email to hello@archie.org or letter with photographic evidence of your knitting handiwork.

Remuneration: This is an unpaid, volunteer role with The Archie Foundation.