

THE ARCHIE FOUNDATION

VOLUNTEER – GIFT IN KIND COORDINATOR - JOB DESCRIPTION

Job Title: Volunteer – Gift In Kind 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:

One of the ways individuals and in particular organisations choose to support The Archie Foundation is by donating their goods or services as a gift-in-kind. These gifts can often be used to raise much needed funds for the charity, for example through auctions and raffles.

To help us grow this important source of income for the charity we seek the support of a volunteer to ask individuals and companies on our behalf for items which we can auction or raffle at our fundraising events and/or online.

This role will require a lot of desk research and cold calling so will suit a self-starter with a can-do and positive attitude. This role would really suit someone with a strong sales background who can quickly build a rapport and who is comfortable making cold calls.

The role holder will work closely with the Fundraising Team and will be required to maintain detailed records of approaches made, gifts received, where these gifts have been used and the funds raised. The role holder will keep in touch with our gift-in-kind donors, informing the donor of the difference their gift has made and thereby building their confidence to make a further gift.

This is an exciting opportunity to support one of Scotland's most loved children's charities.

Place of work: This role can be home-based but will require the postholder to work on occasion 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 references.

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