

THE ARCHIE FOUNDATION

VOLUNTEER – ARCHIE TOY SERVICE COORDINATOR - JOB DESCRIPTION

Job Title: Volunteer – Archie Toy Service 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 The Archie Foundation supports paediatric care across the north and north east of Scotland is by supplying toys and other resources to help our NHS colleagues in their day to day work.

What to the layperson looks like a simple toy or game can in the hands of a Health Play Specialist or a Speech and Language Therapist be the tools of the trade. Toys and activities can help dramatically in ensuring a positive experience and outcome for young patients undergoing assessment and/or treatment in Scotland's hospitals and community clinics.

Archie's Toy Service Coordinator will manage the sourcing and distribution of toys, equipment and activities to support the Play and Allied Health Professional (AHP) teams across the hospitals we support. This will involve working with our NHS colleagues to understand what is required, when and where and then working with gift-in-kind supporters and/or planning Toy Appeals to source what is needed.

The Toy Service Coordinator will receive, value, record and thank all gifts received and will work with the Play and AHP colleagues to source photos to share with donors and on social media to demonstrate the difference these resources make for the staff and children who receive them.

This is an exciting opportunity 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 references.

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