

THE ARCHIE FOUNDATION

FUNDRAISING VOLUNTEER - JOB DESCRIPTION

Job Title: Fundraising Volunteer

Reports To: Fundraising Officer

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 NHS colleagues and child development and childcare professionals, Archie provides a lifeline of support and services at Royal Aberdeen Children's Hospital, Aberdeen Neonatal Unit, Dr Gray's Hospital (Elgin), Highland Children's Unit (Raigmore, Inverness) and Tayside Children's Hospital (Ninewells, Dundee). This includes funding and managing parent accommodation at Royal Aberdeen Children's Hospital to help keep families together through a crisis; providing emergency financial grants to help families who are struggling with unexpected hospital visits or stays; employing specialist care providers where they are needed the most; funding specialist equipment above and beyond that provided by the NHS and creating child-friendly environments and facilities across our local hospitals. Everything we do, from an amazing £2million fundraising campaign to transform a major NHS project... to a £2 cup of tea that will provide a vital, brief moment of comfort and respite for an anxious parent, is all thanks to the generosity of our supporters.

Role purpose:

The opportunities to support our fundraising team are as wide and varied as our fundraising itself. The list of opportunities includes assisting with writing thank you letters and cards to donors, placing and collecting collection cans, helping plan and deliver fundraising events and many more. Whatever the nature of your involvement you can be sure that your time, effort and commitment will be making a huge difference for local babies, children and families.

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

Place of work: We require fundraising volunteer support for each of our three offices in Aberdeen, Dundee and Inverness. Some roles/tasks may require travel within the region and occasionally between our offices.

Hours of work: Minimum of four hours per week for office-based support, with timing to be agreed with the successful candidate. Fundraising event support will be more ad hoc and by mutual agreement depending on charity requirements and individuals' availability.

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 or letter with references.

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