

# Fundraising Volunteer

**Location:** We have two roles, one is in our office opposite St Thomas' Hospital, and one is remote and from home (SE1 7LL)

**Hours:** A minimum of 4 hours per fortnight - office Monday or Thursday between 10-4 or remote role flexible

**Preferred Start date:** As soon as possible 2024

## About ECHO:

*Do you have a passion for helping others? Voluntary placements at ECHO mean you'll supporting a charity helping children and young people with heart conditions and their families. It is also an opportunity for you to gain valuable experience in the voluntary sector.*

ECHO (Evelina Children's Heart Organisation) supports children and young people with heart conditions and their families, who've been treated by Evelina London Children's Hospital networks. Congenital heart disease is the most common birth defect affecting almost 1 in every 100 babies born in the UK.

ECHO provides support from the moment of diagnosis, throughout any treatment and care pathway or bereavement. ECHO helps members from across the UK and does so within Evelina London Children's Hospital, local hospitals and the community. Families are supported at every stage of their heart child's journey through childhood, teenage years and during the transition to adult services. The charity offers a number of practical services aimed at supporting these families, often when there is little other help available.

[www.echo-uk.org](http://www.echo-uk.org)

## What's the purpose of this role?

These roles will help us to connect with our fundraisers, build relationships, grow our income and diversify how we get donations.

## Role description:

While the responsibilities of this position will vary depending on the shifting needs of the charity, the list below details the types of work involved:

### ***Fundraising administration - (in office)***

- Sending out collection tins and packs
- Preparing certificates
- Keeping stock of running & supporter tops & merchandise
- Open post

- Other admin support

### ***Social media & Website (Remote or Office)***

- Preparing social media posts
- Putting copy together into the brief template for a fundraising event leaflet and sourcing photos
- Preparing copy for new webpages

### ***Research (Remote or Office)***

- Research & letters for Trust & Foundations
- Merchandise costs comparisons and finding the best deals- then working with the team to order and manage stock
- JustGiving Checkout
- Corporates to approach
- BMX life 10-year cycle support

### **We are looking for someone with the following skills:**

- Good verbal and written communication skills
- Professional and friendly manner to represent ECHO
- IT literate, including Microsoft Office
- Organised and thorough attention to detail
- The ability to work well alone or in a team
- GDPR knowledge or willingness to undertake training
- Open, honest and positive attitude
- Be aware of, and understand the importance of confidentiality
- Determination and persistence

### **You will need:**

- Computer / laptop if you work from home with Internet access

### **What we offer in return:**

- Training and induction from team ECHO
- A supportive team to work alongside
- The opportunity to gain experience in the fundraising of a small charity and gain skills
- The chance to support children and young people with heart conditions and their families
- Rewarding sense of having made a positive difference to people's lives
- Free ECHO T-Shirt & A reference

### **Requirements of the role:**

- Complete the ECHO volunteer application, attend an induction session
- Commitment of 4 hours per fortnight ideally for 2 months

**How to apply:** Please submit by e-mail to [marie@echo-uk.org](mailto:marie@echo-uk.org)

- A short cover letter outlining your suitability for this role

*Please refer to the volunteer role description, in particular the skills and experience required for the role.*

We will then ask you to complete an ECHO Volunteering application form, including providing 1 reference.

**Thank you** - We rely on the generosity of individuals like you who give their time and skills to ensure we are able to support families affected by heart conditions at times when they need us most.