

# Volunteer Development Officer (Voluntary role)

**Location:**

Remote

**Number of hours:**

2-3 hours per week

**Days required:**

Flexible, Monday-Friday

## What the role involves

*Do you have a passion for helping others?* Volunteering at ECHO will make a difference to children, young people and their families living with heart disease, your time will be valued by our small team of staff as you help us to build a new volunteering service to support the heart community as we recover from the pandemic.

**Our volunteer development officer role falls into three parts:**

- Creative planning & building a volunteer service post pandemic
- Recruitment, detail & documentation
- Thanking & celebrating our volunteers

**1. Creative Planning - building a volunteer service post-pandemic**

You will consider the needs of patients and carers in children's hospitals, reach out to local volunteer centres, universities, and corporate organisations with roles to support the children's heart community.

**2. Recruitment, detail & documentation**

You will work with our team around recruitment, applications, DBS checks, References, Induction plans, and welcoming volunteer enquiries you will love detailed recording & be IT confident.

**3. Thanking and Celebrating**

Help us build a training package that supports and thanks our volunteers, find ways to reach out and celebrate our people.

## What we're looking for

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

- Good verbal and written communication skills
- Professional and friendly manner to represent ECHO

- Self-motivated and proactive
- IT literate, including Microsoft Office
- Organised and thorough attention to detail, detailed record keeper
- The ability to work well from home

This role will could provide experience for those who are keen to work with volunteers, those who have had previous experience managing staff or volunteers or those who are totally task focused who wants a new challenge. You will be passionate about making a difference to those living with children's heart conditions.

## What we offer in return

- A supportive team to work alongside
- Training and induction from ECHO
- The opportunity to gain experience in a small charity
- The chance to support children and young people with heart conditions & their families
- Rewarding sense of having made a positive difference to people's lives
- Reimbursement of travel expenses, where appropriate
- Invitation to annual volunteer gathering
- ECHO t-shirt and ECHO email address to carry out volunteer duties

## Requirements of role

- Complete ECHO training & volunteer induction
- Commitment of approx. 2-3 hours per week for 12-18 months
- Equipment you need: Laptop/PC, Internet Access, Microsoft word/Excel

*Volunteering with ECHO consistently provides me with opportunities to use my skills in a positive environment where my time is appreciated. - ECHO Volunteer*

*ECHO have been the support circle that our friends and family couldn't give. On our following visits to the Evelina London whilst the journey didn't get any less scary, ECHO helped us from the random questions in the middle of the night to the posts of hope and support and the lifelong friends we have made. - ECHO member*

## To find out more:

Contact [Marie](#).

## How to apply:

**To apply:** Complete our online [Volunteer Enquiry Form](#). You will then be contacted by team ECHO to arrange next steps.

**Interviews:** to be held over Zoom. These will be an informal chat with Marie, our Family & Volunteer Coordinator.

[Download Volunteer role description](#)