

Volunteer Administrator Role Description

Opportunity: Administration Volunteer x2

Responsible to: Service and Volunteer Coordinator

Hours: Flexible up to 10hours per week (between the hours of 10am-4pm Tuesday – Thursday)

Located at: SiMBA, Suite 6+7 Colliery Court, McSence Business Park, Mayfield, EH22 5TA (The building has disabled parking & access)

The volunteering opportunity:

This is an ideal opportunity for someone wishing to gain valuable administration experience in a dynamic national charity. The role offers the opportunity to gain experience in administration, training and support will be provided. Founded in 2005 SiMBA offers a range of support and services to anyone who has been affected by the loss of a baby at any stage of pregnancy or after birth.

- We donate Memory Boxes to help families gather memories of the time that they spent with their baby.
- We refurbish Family Rooms giving families a peaceful homely place in the hospital to spend precious time with their baby.
- In conjunction with CHAS, we offer free advanced bereavement and palliative care study days for students and health professionals and anyone supporting the families.
- We fundraise to install SiMBA Trees of Tranquility, which are stunning hand crafted, life sized sculptures, made from copper, where each leaf on the tree honours a baby who has died.
- We also offer monthly bereavement support groups across Scotland, 24 hour online support and organise family friendly awareness events throughout the year.

What's involved?

- Sending fundraisers and all donors thank you letters and maintaining records.
- Sending out fundraising merchandise to fundraisers.
- Franking post.
- Packaging and sending out Memory Boxes via courier.
- Inputting and updating our CRM system and Excel records.
- Any other ad hoc admin duties.

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What you will get out of it?

- Be part of a team dedicated to helping people affected by the loss of a baby
- Meeting new people
- Build your skills and experience in administration
- Travel expenses
- Building your confidence in an office environment

How to apply: Please send CV with a covering letter explaining why you are interested in this role to zoey.linton@simbacharity.org.uk please also include two referees.

Equal opportunities and diversity

It is SiMBA's policy to recruit the best people with the right skills, knowledge and experience and to provide equal opportunity for all. It is a key priority not to discriminate against any person because of race, colour, national origin, gender, sexual orientation, religion or belief, marital status, disability or age.