

Volunteer Administrative Assistant

Location: At home or Royal Edinburgh Hospital Community Gardens, Morningside Terrace, Edinburgh, EH10 5HF

Time commitment: 1 day per week (could be two half days per week).

We are flexible on what day of the week you can help. Let us know your availability.

What is the Royal Edinburgh Community Hospital Garden?

Our community garden at the Royal Edinburgh Hospital is an NHS Lothian initiative. We want to create opportunities to build a garden community for patients and the local communities.

We do gardening using climate friendly techniques to grow local food and support wildlife, while building community and developing skills. We run practical sessions, workshops, events and shared meals to build skills in gardening, while encouraging healthy eating and promoting social inclusion.

What will you do as a volunteer?

You will help our team and Senior Garden Coordinator with the administrative parts of their work. This includes their engagement volunteers and participants.

Tasks are varied and can include:

- preparing paperwork for volunteer welcome sessions and induction
- data entry on our internal system (Lamplight)
- filing, organising, setting up and maintaining systems
- preparing promotional materials for events and activities in the garden
- support volunteers with their expense claims

We will provide support and training needed for you to undertake your tasks properly and according to data compliance requirements.

What can you gain from this volunteering opportunity?

- Be a part of a positive and supportive community
- Support and help people from all backgrounds
- Meet new people and have new experiences
- Develop your interpersonal skills

- Contribute to supporting the smooth and efficient running of the garden
- Gain further understanding of Cyrenians and issues and barriers for those affected by homelessness

Does this sound like you?

Everyone is welcome to join us in our community garden as a volunteer.

If you...

- are min 18 years old
- enjoy engaging with people
- have IT skills (know how to use Outlook, Microsoft Office and Teams)
- are reliable and good at keeping things organised
- enjoy listening actively to people
- work well as part of a team and on your own
- are friendly and easy to approach
- can be flexible in helping support the needs of the staff team in a frequently changing environment
- can work with individuals who may have different support needs
- do not judge and are respectful of confidentiality.
- Are comfortable working in a non-office environment

Then let us know your interest and get in touch by filling in the online form. We can then arrange a chat to get to know each other better, and we can share more information about the place and volunteering opportunity.

Your accessibility

Please let us know in the online form, if you need any support or adjustments to make our first chat together and volunteering a positive experience for you.

If for any reason, you cannot fill in our online form, not to worry. Please reach out to Kathryn, our Senior Garden Coordinator, on 07809 555946

You are also welcome to submit a short video (MP4 format) via our online submission tool instead. Please include the information that we ask for in our 'interest form'.

Any expenses for helping with these activities, which have been agreed, will be paid back to you. We cover local travel costs at public transport rate, or mileage if you drive here. We provide a meal for all volunteers joining for over 4 hours at one time.

We have free, but very limited parking at the hospital, and buses stop nearby (5-10 min walking distance).

We will ask you for the contact details of a person, who you have known for more than 6 months (1 reference) who is not a family member or relative. If you need support identifying a reference, please let us know.

Keeping everyone safe

You can read [our safeguarding policy here](#) that details our commitment to keeping everyone safe. It is expected of everyone to adhere to these commitments. We expect all volunteers to do relevant training, so you can help keep yourself and others safe from harm.