

### *Volunteer Assistant to Chief Executive*

Community Impact Bucks is a charity that gives support, advice and training to other charities, community groups and rural communities throughout Buckinghamshire. We make volunteering easy. Through our expertise, knowledge and grass roots' engagement we enable the voluntary and community sector to reach its full potential and thrive. For more details, visit our website: <http://www.communityimpactbucks.org.uk/pages/about-us.html>

<b>Aim of volunteer role</b>	Are you organised, with good attention to detail? How does assisting the Chief Executive of a thriving charity sound? You'll be able to get involved with a variety of activities including diary management, supporting events, and arranging meetings.
<b>Reporting to</b>	Chief Executive
<b>Start date</b>	June 2017.
<b>Assignment length</b>	2 days per week on an ongoing basis. Times and days to be agreed.
<b>Location</b>	Monks Risborough, Buckinghamshire.
<b>Main tasks</b>	<ul style="list-style-type: none"> <li>• Managing Chief Executive's Diary</li> <li>• Arranging meetings for Chief Executive</li> <li>• Research</li> <li>• Assisting with putting together proposals, and drafting letters.</li> </ul>
<b>Skills/Experience</b>	<ul style="list-style-type: none"> <li>• Good research and analytical skills, attention to detail</li> <li>• Some previous office-based experience</li> <li>• Good PC skills (Microsoft Office, email, internet, databases)</li> <li>• Good telephone manner</li> <li>• Strong written and verbal communication skills.</li> </ul>
<b>What we can offer you</b>	<p>Volunteering with us will give you the opportunity to:</p> <ul style="list-style-type: none"> <li>• Be involved with a busy charity and a great team!</li> <li>• Help to support other charities and community groups</li> <li>• Enhance your profile and CV</li> <li>• If applicable, use your years of experience to work in the not-for-profit sector and support the local community.</li> </ul> <p>We will reimburse reasonable, pre-approved, out-of-pocket expenses e.g. mileage from home to the office.</p>
<b>Additional information</b>	An up-to-date CV and 2 references required. 3 month trial period for either side.
<b>Get in touch</b>	If you think this fantastic opportunity could be for you, please contact: <b>Anne Burton</b> on <b>01844 348821</b> or email <a href="mailto:cibvolunteer@communityimpactbucks.org.uk">cibvolunteer@communityimpactbucks.org.uk</a> .