

Communications Volunteer
6-12 hours per week time commitment (flexible)

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 www.communityimpactbucks.org.uk

Aim of volunteer role	The communications team is responsible for all external communications and marketing for Community Impact Bucks. This includes digital newsletters, printed materials, website, social media channels and the marketing of our training courses, conferences and events. The communications volunteer will work with the communications & PR manager and business support officer to help raise awareness of Community Impact Bucks, increase our engagement with charities and not-for-profit organisations in Bucks and ultimately increase usage of our services.
Hours	Ideally 6-12 hours per week, but flexibility can be offered. Term-time only working could be considered.
Assignment length	Minimum commitment of 6 months. This will be an ongoing opportunity.
Location	Community Impact Bucks, 6 Centre Parade, Place Farm Way, Monks Risborough, Bucks, HP27 9JS This role could also be done from home with occasional visits to the office.
Reporting to	Communications & PR manager
Start date	ASAP
Main tasks	<p>Tasks will vary but are likely to include:</p> <ul style="list-style-type: none"> • Making web changes and writing and uploading web content. This could be content that has already been written, may require editing or be content which you will be responsible for writing. • Supporting the delivery of training courses and other events: <ul style="list-style-type: none"> ○ Uploading web content ○ Promoting on social media ○ Writing and sending marketing emails ○ Making up delegate packs • Interviewing and writing inspirational case study stories • Writing and posting engaging social media content (predominantly Facebook and Twitter) • Putting together electronic mailings and newsletters • Drafting the occasional press release • Taking and editing photos

Skills/Experience	<p>This vacancy will suit someone who already has experience of working in a communications, PR or marketing role and is looking to keep or refresh their professional skills and use them to help local charities and community groups in Buckinghamshire.</p> <p>It's important that candidates have:</p> <ul style="list-style-type: none"> • Experience of working in a communications or marketing role • Experience of updating websites, working with social media, events organisation • Excellent writing skills • Confident telephone manner • Accuracy, attention to detail and initiative are important • Comfortable and confident in working independently
What we can offer you	<ul style="list-style-type: none"> • This is an ideal role for someone who is looking for a long-term volunteering opportunity in a communications or marketing role who wants to continue to use or further develop their communications and marketing skills. • The role can help enhance a CV and help the volunteer into paid employment, for example after a career break. • You will be joining a small but committed team whose work is far-reaching across Buckinghamshire.
Additional information	Two references will be required
Get in touch	<p>If you think this volunteer opportunity could be for you, please send your CV to Caroline Hatton, communications & PR manager on cibvolunteer@communityimpactbucks.org.uk or telephone 0300 111 1250 for more information.</p>

