

Research Volunteer

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>

Aim of volunteer role	We are seeking a Research Volunteer for two short term projects for a total of 20 days: 1 st Stage: To gather data on CIB's KPIs to enable CIB to measure its success in Bucks 2 nd stage: To analyse the Not for Profit Sector and produce a report which reflects the current position and trends in the sector.
Reporting to	CEO
Start date	ASAP as target date for completion of the work early September 2017.
Assignment length	Hours and duration are variable subject to mutual agreement. To meet the target completion date, the ideal arrangement would be for the volunteer to undertake the equivalent of at least 3 days a week.
Location	Partly office based in Monks Risborough and partly home-based.
Main tasks	<ul style="list-style-type: none"> • Using CIB data, last year's report and internet sources, analyse the Not for Profit Sector in Bucks and nationally (where relevant) • Contact Corporates to measure the strength of corporate engagement for volunteering • Produce a report which pulls together all the strands of the analysis and reflects the 2017 sector position and trends.
Skills/Experience	<ul style="list-style-type: none"> • Good research and analytical skills drawing on both online and printed sources • Some previous experience in researching project proposals would be useful • Good PC skills (Excel, Powerpoint) • Good telephone manner and strong interpersonal skills • Excellent written communication skills • Ability to work on own initiative.
What we can offer you	Volunteering with us will give you the opportunity to: <ul style="list-style-type: none"> • Enhance your profile and CV • Identify transferable skills • Boost your morale and make new contacts • Reasonable out of pocket expenses (e.g. travel from home to office) will be reimbursed.
Additional information	2 references are required.

Get in touch

If you think this volunteer opportunity could be for you, please contact Nick Phillips, (nick@communityimpactbucks.org.uk or Anne Burton on anne@communityimpactbucks.org.uk or phone 0300 111 1250 for more information.

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