

Volunteer role	Communications Project Manager
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Community Impact Bucks (CIB) is a charity that gives support, advice and training to other charities, community groups and rural communities throughout Buckinghamshire.

We make volunteering easy, and are nationally accredited by NCVO (the National Council for Voluntary Organisations) as the Buckinghamshire Volunteer Centre. 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: <https://communityimpactbucks.org.uk/about-us/>

Aim of volunteer role	This is an exciting opportunity to take the lead on rolling out the action plan to promote volunteering in Buckinghamshire. Volunteers are essential to the work of the voluntary and community sector (there are an estimated 175,000 of them in the county!), and therefore this will be a key role to support the team.
Reporting to	Lead – Volunteering.
Start date	As soon as possible.
Assignment length	Ideally 1 day a week, but flexibility can be offered. This role could be split between 2 people. Minimum commitment of 6 months preferred. This will be an ongoing opportunity. The first 3 months will be a trial period for both sides.
Location	Our office in Monks Risborough, combined with virtual volunteering if needed.
Main tasks	Following the communications plan closely: <ul style="list-style-type: none"> • Build relationships with producers of local printed media, with a view to supplying them with engaging copy on topical volunteering issues on a regular basis • Provide our partners with promotional materials, and ensure that their websites link to the volunteering section of ours • Manage and carry out the distribution of promotional materials across Buckinghamshire (e.g. to libraries, GP surgeries, district council offices) • Work with our network of contacts in the local community to promote volunteering in areas of deprivation and to specific demographics • Identify Buckinghamshire volunteers willing to be featured in case studies. <p>This role will involve working closely with the Lead – Volunteering and the Communications Manager.</p>
Skills/Experience	This role will suit someone who has at least 5 years’ experience of working in a communications, PR or marketing role, and is looking to refresh their professional skills, or apply them to a new venture.

	<p>It is essential that you have:</p> <ul style="list-style-type: none"> • A highly organised and tenacious approach • The ability to use your initiative and capitalise on new opportunities • The confidence to work independently • Excellent writing skills • A highly personable manner, able to interact with individuals from all backgrounds and form good working relationships.
<p>What we can offer you</p>	<p>Volunteering with us will give you the opportunity to:</p> <ul style="list-style-type: none"> • Be involved with a busy charity at the heart of Buckinghamshire's voluntary and community sector • Further enhance your CV/help you back into paid employment, for example after a career break, or to change direction in your career • Enhance your network of contacts • Support the local community. <p>We will reimburse reasonable, pre-approved out-of-pocket expenses e.g. mileage from home to the office.</p> <p>Free place provided at any CIB-run training course or event relevant to this role.</p>
<p>Additional information</p>	<ul style="list-style-type: none"> • We would like you to provide an up-to-date copy of your CV • You will need to provide details of 2 referees • In addition to travelling to our office in Monks Risborough, it will be necessary to travel to areas within Buckinghamshire at times, so holding a valid driving licence and access to a car is required.
<p>Get in touch</p>	<p>If you think this volunteer opportunity could be for you, please contact: Hazel Finney, Lead - Volunteering cibvolunteer@communityimpactbucks.org.uk or phone 0300 111 1250</p>