

<b>Volunteer role</b>	<b><i>Local Ambassador (Volunteer)</i></b>
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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/>

We are now seeking additional Local Ambassadors to promote CIB's services and volunteering in a defined geographical area, to complement our current team of two, who cover Great Missenden and Marlow. We are particularly interested to hear from you if you are based in the Wycombe or Aylesbury areas, but if the role interests you please contact us anyway if you are based in another area of Buckinghamshire (excluding Milton Keynes).

<b>Aim of volunteer role</b>	To raise awareness of CIB by voluntary and community groups within a defined local area and encourage potential volunteers to get involved.
<b>Reporting to</b>	Local Ambassador Coordinator, Marlene Baker and Lead - Support to Groups, Helen Cracknell
<b>Start date</b>	ASAP
<b>Assignment length</b>	This is a long-term role, ideally for a minimum of 6 months. Hours (days and times) to be agreed and can be flexible but we would ideally require a minimum of 3 hours every week. The role can be carried out both in and outside normal office hours based on the needs of local groups. A trial period of 3 months for us both to assess how things are going.
<b>Location</b>	Home-based, external visits to organisations and occasional visits to CIB offices in Monks Risborough
<b>Main tasks</b>	<ul style="list-style-type: none"> <li>• To identify new and emerging community groups and ensure they are aware of how CIB can support them</li> <li>• To contact established groups not taking advantage of CIB services to make them aware of how they can benefit from CIB services</li> <li>• To identify potential sources of volunteers and promote the benefits of volunteering</li> <li>• To prepare and deliver presentations to appropriate local organisations to increase awareness of CIB services amongst community groups and/or encourage uptake of volunteering in the area</li> <li>• To record all activity on the CIB database to track progress</li> <li>• To assist in publicising CIB special events and services in the local area and assist at occasional countywide events</li> </ul>
<b>Skills/Experience</b>	The role would ideally suit someone with at least 3 years' previous experience in a professional capacity such as PR/Communications, HR, Marketing/Sales.

	<ul style="list-style-type: none"> <li>• Good communication skills, both written and verbal</li> <li>• Good existing network in local area is desirable, although not essential</li> <li>• Highly developed interpersonal skills, ability to make new contacts and build effective working relationships with local groups</li> <li>• Ability to prepare and make presentations on a 1-2-1 and group basis and lead effective meetings</li> <li>• Effective IT skills especially Microsoft Office, email, internet</li> <li>• Passion for voluntary sector and volunteering and can demonstrate understanding of the charity sector and empathy with local groups</li> <li>• Good organisational skills, ability to prioritise tasks and work independently</li> <li>• Living within reasonable travelling distance of the area covered by the role</li> <li>• A car driver with access to a car</li> <li>• Personal attributes in tune with CIB Values: <ul style="list-style-type: none"> <li>○ Supportive, enabling and empowering</li> <li>○ Co-operative and inclusive</li> <li>○ Impartial, fair and frank.</li> </ul> </li> </ul>
<p><b>What we can offer you</b></p>	<p>Volunteering with us will give you the opportunity to:</p> <ul style="list-style-type: none"> <li>• Use your skills to benefit your local community</li> <li>• Make new connections in the community</li> <li>• Be part of a wider team of local ambassadors, volunteers and staff in CIB supporting the charity and community groups in Bucks</li> <li>• Reasonable pre-approved out-of-pocket expenses will be reimbursed eg mileage from home to office</li> <li>• Induction and training will be provided</li> <li>• Free place at any CIB-run training course or event relevant to this role.</li> </ul>
<p><b>Additional information</b></p>	<ul style="list-style-type: none"> <li>• Two references are required, one of which should be someone who has known you in a working or volunteering capacity</li> <li>• A CV outlining your skills and experience is required for the role</li> </ul>
<p><b>Get in touch</b></p>	<p>If you think this volunteer opportunity could be for you, please email your details to <a href="mailto:cibvolunteer@communityimpactbucks.org.uk">cibvolunteer@communityimpactbucks.org.uk</a> or phone 0300 111 1250 and speak to Helen Cracknell or Marlene Baker for more information.</p>