

Volunteer role	Volunteer Promotions Co-ordinator
-----------------------	-----------------------------------

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	If you're keen to get out and about in the Buckinghamshire community, and make new connections, then this might be your perfect role! This is an exciting opportunity to support the Lead for Volunteering with promoting volunteering throughout the county. Volunteers are essential to the work of the voluntary and community sector, and therefore this will be a key role to support the team.
Reporting to	Hazel Finney, Lead - Volunteering.
Start date	As soon as possible.
Assignment length	½-1 day a week (less frequently as time goes on) – flexibility can be offered. Minimum commitment of 3 months preferred. This will be an ongoing opportunity. The first month will be a trial period for both sides.
Location	Our office in Monks Risborough, combined with travelling by car to certain locations in Buckinghamshire (if required).
Main tasks	<ul style="list-style-type: none"> • Distributing promotional materials (postcards/posters) across Buckinghamshire (e.g. to libraries, GP surgeries, district council offices) by post/in person • Contacting organisations to find out if they need new materials, and refreshing these materials as required • Maintaining the distribution database.
Skills/Experience	<p>This role will suit someone who has a few hours to spare each week (less frequently as the bulk of the distribution has been achieved) and is interested in connecting with the Buckinghamshire community to promote volunteering.</p> <p>It's really important that you have:</p> <ul style="list-style-type: none"> • An organised and personable approach • The confidence to get on with things independently • A confident phone manner • Good working knowledge of Microsoft Office, internet • Experience using databases • Personal attributes in tune with CIB values:

	<ul style="list-style-type: none"> - Supportive, enabling and empowering - Co-operative and inclusive - Impartial, fair and frank.
<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 • Enhance your CV/help you into paid employment, for example after a career break, or to change direction in your career • Support the local community • Make new contacts. <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 is likely that you will need to travel to areas within Buckinghamshire, so holding a valid driving licence and access to a car will be necessary.
<p>Get in touch</p>	<p>If you think this volunteer opportunity could be for you, please contact: Hazel Finney, Lead – Volunteering on cibvolunteer@communityimpactbucks.org.uk or phone 0300 111 1250 for more information.</p>