

<b>Volunteer role</b>	Volunteer Wordsmith
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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/>

<b>Aim of volunteer role</b>	If you can write engaging copy, then this might be just what you're looking for! This is an exciting opportunity to support the Lead for Volunteering with promoting volunteering in Buckinghamshire. Volunteers are essential to the work of the voluntary and community sector, and therefore this will be a key role to support the team.
<b>Reporting to</b>	Hazel Finney, Lead - Volunteering.
<b>Start date</b>	As soon as possible.
<b>Assignment length</b>	½-1 day a week – 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.
<b>Location</b>	Flexible – depending on what suits you. Either remotely or at our office in Monks Risborough. Occasional meetings at Monks Risborough necessary – or by phone.
<b>Main tasks</b>	<ul style="list-style-type: none"> <li>• In conjunction with the PR &amp; Media Officer, research and build a list of community-focused magazines and newsletters (hard copy and online) in Buckinghamshire, and key contacts</li> <li>• Research, and write, interesting and varied articles about the benefits of volunteering, and how to access local opportunities. Making links to national celebrations of volunteering e.g. Volunteers' Week and Trustees' Week</li> <li>• Liaise with local publications to get these articles included.</li> </ul>
<b>Skills/Experience</b>	<p>This role will suit someone who has experience of working as a journalist, or in a communications, marketing or PR role, and is looking to enhance or refresh their professional skills. It may also be suitable for someone who has recently graduated with a degree, or equivalent, in communications/marketing/journalism, and is looking to gain hands-on experience in the voluntary and community sector.</p> <p>It's really important that you have:</p> <ul style="list-style-type: none"> <li>• The ability to write persuasive, interesting, copy for a variety of different audiences</li> <li>• A highly organised and personable approach</li> </ul>

	<ul style="list-style-type: none"> <li>• The confidence to get on with things independently</li> <li>• Excellent phone manner</li> <li>• Good working knowledge of Microsoft Office, internet</li> <li>• Experience using databases</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>• Be involved with a busy charity at the heart of Buckinghamshire’s voluntary and community sector</li> <li>• Enhance your CV/help you into paid employment, for example after a career break, or to change direction in your career, or to do something new with your time</li> <li>• Support the local community</li> <li>• Make new contacts.</li> </ul> <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><b>Additional information</b></p>	<ul style="list-style-type: none"> <li>• We would like you to provide an up-to-date copy of your CV</li> <li>• You will need to provide details of 2 referees</li> <li>• In addition to travelling to our office in Monks Risborough, you may need to travel to areas within Buckinghamshire from time to time, so holding a valid driving licence and access to a car will be necessary.</li> </ul>
<p><b>Get in touch</b></p>	<p>If you think this volunteer opportunity could be for you, please contact: <b>Hazel Finney, Lead – Volunteering</b> on <a href="mailto:cibvolunteer@communityimpactbucks.org.uk">cibvolunteer@communityimpactbucks.org.uk</a> or phone <b>0300 111 1250</b> for more information.</p>