

**Community Impact Bucks**  
**CIB Local Ambassador (Volunteer)**



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: [www.communityimpactbucks.org.uk](http://www.communityimpactbucks.org.uk).

This exciting role aims to promote CIB's services and volunteering in a defined geographical area.

We are now seeking an additional Local Ambassador to complement our current team who cover Great Missenden, Marlow and High Wycombe. We are particularly interested to hear from you if you are based in Aylesbury, Amersham or South Bucks, but if the role interests you please contact us anyway if you are based in another area of Buckinghamshire. (not Milton Keynes)

<b>Aim of 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>CIB Contact</b>	Local Ambassador Coordinator, Marlene Baker and Lead - Support to Groups, Helen Cracknell
<b>Time commitment</b>	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>	Monks Risborough, home-based and external visits to organisations.
<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 encourage uptake of volunteering and/or increase awareness of CIB services amongst community groups in the area</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>	<p>The role would ideally suit someone with at least 3 years' previous experience in a professional capacity such as PR, Marketing/Sales or Communications.</p> <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>• Ability to prioritise tasks and work independently</li> <li>• Living within reasonable travelling distance of the area covered by the role</li> </ul>

	<ul style="list-style-type: none"> <li>• A car driver with access to a car.</li> </ul>
<b>What we can offer you</b>	<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</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 out-of-pocket expenses will be reimbursed.</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>
<b>Additional information</b>	Two references are required, one of which should be someone who has known you in a working or volunteering capacity.
<b>Get in touch</b>	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