

ROLE DESCRIPTION
VOLUNTEER PUB LUNCH COORDINATORS

Community Impact Bucks' mission is to inspire voluntary and community action in Buckinghamshire. We support and enable people and groups to get involved and make a difference in their communities. <https://communityimpactbucks.org.uk/>

We are looking for three volunteers to work with our county coordinator to support Pub Lunch Clubs in their communities. If you have two hours a month, like meeting people and want to make a difference in your local community then this is role for you!

Aim of volunteer role	To act as a local coordinator for a monthly lunch.
Reporting to	County Coordinator provides back-up support though this is effectively an independent role.
Start date	ASAP
Assignment length	Ideally long term. There is no limit.
Location	Wendover, Longwick, Burnham but we are interested to hear from people all across Bucks who might be interested in the role as we are continually expanding the areas we cover.
Main tasks	Maintain a record of the names and contact details of attendees at the monthly lunches. Act as a host / organiser at the lunches. Collecting payment for the meals and passing on to the pub. Take bookings for the following month's lunch. Occasional telephone calls to members during the month. Advising the pub of the number booked for each lunch. This is usually done three or four days prior to the lunch date. All aspects of the role take about 2 hours per month including having lunch!
Skills/Experience	An outgoing personality. Good organiser / communicator. Telephone essential. Basic IT skills helpful (email) but not essential.
What we can offer you	This is a volunteer role so no payment. However, there is pleasure to be derived from being involved in a community activity and helping others to enjoy the same. Make new friends and acquaintances within your own community.
Additional information	The role does not require DBS check or any specific qualifications.
Get in touch	If you think this volunteer opportunity could be for you, please contact: <i>The County Coordinator, Llew Monger on 07808 096513 to arrange a meeting to discuss the role.</i> OR communities@communityimpactbucks.org.uk or phone 0300 111 1250 for more information.

