

Role	Virtual Information and Research Volunteer
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Community Impact Bucks supports people and groups to get involved and make a difference in local Buckinghamshire communities.

For more details, visit our website: <https://communityimpactbucks.org.uk/about-us/>

Aim of volunteer role	The Covid-19 crisis has had significant and varying impacts on the not for profit organisations in the county, with some stepping up to deliver front-line emergency support while others have been forced to close their operations or change their operating model. Many of them are in urgent need of funding to help them continue their work. This role is to help Community Impact Bucks provide accurate and up to date information for the charities and community groups to deal effectively with the effects of the crisis on their organisations.
Reporting to	Helen Cracknell, Lead Support to Groups
Start date	ASAP
Assignment length	<p>Full flexibility. Hours/days to be agreed based on your availability and which elements of the role are of interest, but a minimum of three hours per week is preferred.</p> <p>The first three months will be a trial period for both sides. There is no fixed time duration for this role as we anticipate an ongoing need for research and information.</p>
Location	From home, using your own laptop/desktop computer.
Main tasks	<p>These are examples of the tasks (although you do not need to be able to undertake all of them):</p> <ul style="list-style-type: none"> • Check links on specified pages of the Community Impact Bucks website, identifying replacement links for any broken ones as well as any typos needing correction • Check a variety of sources for details of new Covid-related grant funds relevant to our charities and community groups, preparing summarised extracts for use on the website and in briefing newsletters and social media • Identifying any changes required (expired funds, changed deadlines etc) to the webpage which lists a selection of Covid-related funds • Research and identify potential funders for individual charities • Researching other information relevant to individual charities and community groups as required and more widely for the website and other communication channels • Assist with the setting up and running of virtual group sessions for charities and community groups • Provide standard information by email in response to enquiries

Skills/Experience	<ul style="list-style-type: none"> • Good research skills and attention to detail • Strong written communication skills • Good PC skills (Office, internet, databases) and willingness to learn about other technology applications
What we can offer you	<ul style="list-style-type: none"> • Opportunity to support your community through the ongoing Covid-19 crisis in a flexible way to suit you • Maintain or refresh your skills and experience • Add experience to your CV if relevant • Be part of a virtual team in Community Impact Bucks • Full induction over video link • Reimbursement of reasonable, pre-approved out-of-pocket expenses • Free place provided at any online CIB-run training course/event relevant to this role
Additional information	<ul style="list-style-type: none"> • Recent CV if available • 1 reference required from someone (not a family member) who has known you for at least 2 years and has agreed to act as a referee. They should preferably be someone who has known you in another volunteering role, or a current/previous employer.
Get in touch	<p>If you think this volunteer opportunity could be for you, please contact: Helen Cracknell helen.cracknell@communityimpactbucks.org.uk for more information.</p>