**HR Support Volunteer at Community Impact Bucks**

At Community Impact Bucks we are passionate about helping people to get involved and make a difference in their communities.

We do this by:

* Supporting **people** to find volunteering opportunities and develop their skills and knowledge through volunteering and training.
* Supporting **not-for-profit groups** with information, advice, and training, and helping them to have a collective voice in matters that affect them and the people or environment they support.
* Working with **communities** to identify their needs, the solutions they want to see, and help them to make changes happen.

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

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| **Aim of role** | To help enable Community Impact Bucks to provide an HR information and advisory service for local charities and community groups.  To run specialist advice sessions and/or training on a broad range of subjects covering employee relations, recruitment and selection, HR administration and general HR advice. |
| **Main internal contact** | Frankie Hockham, VCSE and Community Development Officer. |
| **Start date** | ASAP |
| **Time commitment** | A minimum of 5 hours a month to be worked flexibly. |
| **Location** | Home based.  Mainly virtual delivery.  Will involve planned and occasional ‘in person’ delivery of advice sessions/training in the community supported by VCSE and Community Development Officer.  There will also be opportunities to volunteer from our office. |
| **Main tasks** | * Act as a specialist point of referral for the VCSE and Community Development Officer, assisting them to respond to HR queries from local VCSEs. * Provide professional advice and guidance on HR issues and documents. * Facilitate workshops and information sessions on a broad range of subjects covering employee relations, recruitment and selection, HR administration and general HR advice. * Review and recommend updates for the HR page on the   Community Impact Bucks Website.   * Develop a repository of HR resources that Community Impact Bucks can utilise to provide support for local VCSEs. * Support Community Impact Bucks to review and improve its own HR materials. |
| **Skills/Experience** | * Experience of working in an HR role including providing general HR advice, employee relations, HR administration, recruitment & selection * CIPD qualified or equivalent professional experience * Ability to work as part of a small team * Good communication skills, both written and verbal. |
| **What we can offer you** | Volunteering with us will give you the opportunity to:   * Use your professional and personal skills to provide vital support to a charity that operates at the heart of the voluntary and community sector in Buckinghamshire * Help make a real difference to charities, voluntary & community groups, and social enterprises in Buckinghamshire * Meet new people and be part of a dynamic and inclusive team * Enhance your profile and CV * Make new contacts and increase your professional networks |
| **Additional information** | 2 references are required with one from someone who knows you in a professional capacity. |
| **Get in touch** | If you think this opportunity could be for you, please contact Debi Game, Head of VCSE and Community Development [debi@communityimpactbucks.org.uk](mailto:debi@communityimpactbucks.org.uk) or **phone 0300 111 1250** for more information. |