

## VOLUNTEER LUNCH CLUB COORDINATOR

Community Impact Bucks is a charity that gives support, advice and training to other charities, community groups and rural communities throughout Buckinghamshire. We make volunteering easy. 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: <http://www.communityimpactbucks.org.uk/pages/about-us.html>

<b>Aim of volunteer role</b>	To act as a local coordinator for a monthly lunch through our Pub Lunch Club scheme.
<b>Reporting to</b>	County Coordinator provides back-up support though this is effectively an independent role.
<b>Start date</b>	ASAP if a current vacancy both otherwise to be arranged depending on start date of any new lunch club in their area.
<b>Assignment length</b>	Ideally long term. There is no limit.
<b>Location</b>	Currently Bourne End, Wooburn Moor, Wendover, or Stewkley
<b>Main tasks</b>	<ul style="list-style-type: none"> <li>• Maintain a record of the names and contact details of attendees at the monthly lunches.</li> <li>• Act as a host / organiser at the lunches, collecting payment for the meals and liaising with the pub. Also taking bookings for the following month's lunch.</li> <li>• Occasional telephone calls to members during the month and advising the pub of the number booked for each lunch. This is usually done three or four days prior to the lunch date.</li> </ul>
<b>Skills/Experience</b>	An outgoing personality. Good organiser / communicator. Telephone essential. Basic IT skills helpful (email) but not essential.
<b>What we can offer you</b>	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.
<b>Additional information</b>	The role does not require DBS check or any specific qualifications.
<b>Get in touch</b>	If you think this volunteer opportunity could be for you, please contact our pub lunch manager Llew Monger on 07808 096513/ <a href="mailto:llewmonger@btinternet.com">llewmonger@btinternet.com</a> to arrange a meeting to discuss the role.