

## 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 volunteers to work with our county coordinator to support Pub Lunch Club in Stoke Poges. 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!**

<b>Aim of volunteer role</b>	To act as a local coordinator for a monthly lunch club.
<b>Reporting to</b>	County Coordinator provides back-up support though this is effectively an independent role.
<b>Start date</b>	May/June 2022
<b>Assignment length</b>	Ideally long term, but there is no limit.
<b>Location</b>	Stoke Poges – Rose & Crown, Hollybush Hill, Stoke Poges SL2 4PW
<b>Main tasks</b>	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!
<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 your community activity and helping others to enjoy the same. Make new friends and acquaintances within your community.
<b>Additional information</b>	The role does <b>not</b> require DBS check or any specific qualifications.
<b>Get in touch</b>	If you think this volunteer opportunity could be for you, please contact <b>Lew Headley, VCSE &amp; Community Development Officer</b> , on 01844 617229 to arrange a meeting to discuss the role. or <a href="mailto:lew@communityimpactbucks.org.uk">lew@communityimpactbucks.org.uk</a>