

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 Chalfont St Peters. This is a new and exciting project. If you have two – three 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 Club.
Reporting to	County Coordinator provides back-up support though this is effectively an independent role.
Starting date	June – July 2022
Assignment length	Ideally long term, but there is no limit.
Location	Chalfont St Peters - Greyhound Inn
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. Take bookings for each month. Occasional telephone calls to members during the month. Advising the pub venue of the numbers booked for each lunch, usually a week prior to the lunch date. All aspects of the role take about 2 - 3 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. 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, full support given.
Additional information	The role does not require DBS check or any specific qualifications. Regular feedback/update to County Coordinator.
Get in touch	If you think this volunteer opportunity could be for you, please contact Lew Headley, VCSE & Community Development Officer, on 01844 617229 to arrange a meeting to discuss the role or lew@communityimpactbucks.org.uk