

## **Role Description – Partnerships Coordinator (Volunteer)**

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Heart of Bucks (“HOB”) is a registered Charity and Company Limited by Guarantee.

### **Purpose of Role**

The Partnerships Coordinator (Volunteer) will work directly with our Chief Executive to support him in developing new and existing relationships with supporters across Buckinghamshire.

### **Activities**

The range of activities undertaken may vary according to your area of knowledge, personal experience and community connections or profile. However in broad terms activities will include:

- Making calls and drafting correspondence to potential contacts or to follow up initial enquiries or meetings.
- Keeping notes of meetings or actions on the charity’s Salesforce database.
- Carrying out research
- Collating/ preparing materials for the CEO
- Booking appointments and meetings

We anticipate that the most useful time commitment would be in the region of 10-15 hours per week although as a volunteer this is of course flexible.

### **Person Specification**

This role would suit someone who:

- Is confident, personable and comfortable when meeting/ addressing new people
- Is a constructive and engaging communicator
- Understands the need for discretion with sensitive personal data
- Wants to help make Buckinghamshire a great place to work and live for all our residents
- Has basic IT proficiency and is comfortable using standard Microsoft office packages (Word/ Outlook)
- Is happy taking responsibility and working with initiative whilst also able to recognise when to seek guidance and direction.