

Volunteering Opportunities at BUILD

www.buildnorwich.org.uk

Role Title	Description	Skills Required	Timescale	Outputs Required
News Magazine Editor	To produce 3 times a year (January, April, September) an 8 page magazine for sponsors and supporters of BUILD using articles and pictures supplied by BUILD staff.	Some experience of using Microsoft publisher or a similar desktop publishing tool would be useful, as would the need to be able to edit words and pictures to fit a corporate style.	Approximately 1-2 days per edition	3 News Magazines per annum prepared and ready to go to printers
Staff Handbook Producer	To bring together a range of existing, and new, staff policies and procedures into a legally compliant handbook.	The ability to organise written materials into a standard format, liaise with Trustees and Senior Managers and HR professionals to ensure compliance with current legislation and procedures.	Approximately 3-5 working days (Between January 2010 and March 2010)	A printed and electronic version of a BUILD staff handbook available to all staff and trustees.
Fundraisers	To bring together small teams of people to organise fundraising events that have an element of fun and maximise promotional opportunities for BUILD.	Good communication, creative, organisation and time management skills, the ability to work to guidelines set by the charity and the ability to motivate others and market the event for maximum return.	Approximately 3-5 working days over a longer period. (From March 2010)	A single, or series of low cost based fundraising events that give people enjoyment and raise funds for BUILD.
Barbecue Organiser	To organise, manage and deliver, an annual barbecue for people with learning difficulties and other disabilities, other volunteers and supporters, to include an appropriate venue, catering, entertainment and transport.	Good organisational skills, the ability to motivate and recruit others to help, to liaise with suppliers, work to a tight budget and keep BUILD informed at all stages of progress.	Approximately 3-5 days leading to the event on Wednesday 23 rd June 2010.	An accessible barbecue, with entertainment, sideshows etc at an affordable price on the given date in June 2010.
Promotions Designer	To review BUILD's promotions materials, recommend, and where practical design and deliver changes and improvements.	Good marketing skills, creative design skills and the ability to produce good PR and marketing on a very low budget.	Approximately 3 days (from February 2010)	A marketing materials review, with recommendations and designs to move forward.

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Archivist	To go through a range of archive materials including annual reviews, photos, reports and press cuttings and arrange them in a way that preserves them, and protects them for future generations.	Good organisational skills, creative design skills, patience.	Approximately 3-5 days (At any time)	Retained records and archive materials.
Social Networking Facilitators	To join a team of volunteers looking to maximise BUILD's presence on social networking sites without losing brand correctness and protection	A good working knowledge of social networking sites, the pros and cons of using them, identifying what attracts users, and how to maximise BUILD's presence on them.	Approximately 3 days (from February 2010)	Recommendations and actions leading to an enhanced presence for BUILD to promote its services to attract volunteers and funding investment through these sites.
Quality Assurance Co-ordinator	To help lead, and support BUILD through its assessment for the Investors in People Award	A knowledge of Investors in People Award	Approximately 3-5 days over 6-9 months (from March 2010)	Achievement of the IIP Award
BeFrienders	To arrange a mutually agreed community based monthly social activity with an adult with learning difficulties.	Good communication skills, reliability, a clean Criminal Records Bureau Check and references and a willingness to undertake training during evenings or on a weekend day.	Approximately 12 half days per year plus two training days.	Support for a person with learning difficulties to go shopping, fishing, walking, bird-watching, to the pub, a football match, to the cinema or theatre.

If you are interested in any of these opportunities to support BUILD, please contact James Kearns on 01603 618029 or email volunteer@buildnorwich.org.uk