



Fixing the big issues for disabled people in Buckinghamshire  
Charity No 1102511

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Postal Address (no callers): BuDS, c/o Aylesbury Foodbank,  
44 Rabans Close, Aylesbury, Buckinghamshire, HP19 8RS  
Registered Address (no callers): BuDS, c/o B P Collins LLP, Collins House,  
32-38 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL



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## Volunteer Role Description

# Public Policy Analyst/Researcher

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Hours:	Variable but 10-15 hr/week is guideline
Duration:	Until June 2020 (may be renewed)
Location:	Home based using MS Office 365 and Teams
Reporting to:	Andrew Clark and Stephen Struthers
<b>Role Purpose:</b>	<b>To support the charity's volunteers to critically examine Govt, NHS, local authority and others' response to Covid-19 and identify key issues and areas for action</b>

### Specific Responsibilities:

With strong support of Andrew and Stephen, and as part of the wider BuDS team:

1. Help BuDS to identify channels and networks (both existing and potential) through which the charity can monitor and assess Govt, NHS, local authority and others' response to Covid-19
2. Help BuDS to gain access to, or develop, these monitoring and assessment channels and networks
3. Support BuDS to develop methodology and techniques to record and analyse how Govt, NHS, local authority and others' are responding to Covid-19 and, from that analysis, identify key issues and areas for action
4. Support BuDS volunteers as they research, write up and publish information about Govt, NHS, local authority and others' actions
5. Help BuDS to collect outcome data and report on its activities

### Person Specification

1. Knowledge and experience of working in public sector policy making, research or development at either national or local level
2. Working knowledge of using MS Office software (BuDS uses Office 365, Windows 10 and Office 2016). Training will be given if needed

3. Strong planning and organising skills.
4. Ability to build relationships and support others
5. Ability to work cooperatively and effectively with a wide variety of people including disabled people with impairments of all types
6. Ability to maintain confidentiality and keep private information to themselves.
7. Understanding and appreciation of the Social Model of disability – see <https://buds.org.uk/the-social-model-of-disability/>

**BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role.**

*BuDS is committed to safeguarding all those with whom it works. This post is NOT anticipated to involve unsupervised work with potentially vulnerable adults and children, and/or their records, and so this post will not be subject to a Criminal Records check on appointment. This will be reviewed quarterly.*