



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

www.buds.org.uk | 07811 142935 | info@buds.org.uk  
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 Specialist

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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 in lobbying and campaigning for national and Bucks policy and practice changes which will benefit disabled people during the Covid-19 crisis</b>

### Specific Responsibilities:

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

1. Conduct a quick SWOT analysis of BuDS' current national and county lobbying and campaigning position, to inform later stages
2. Support BuDS to define its public policy objectives during the Covid-19 crisis
3. Support BuDS to develop a public policy plan for Covid-19
4. Support BuDS volunteers as they implement the plan
5. Help BuDS to collect outcome data and report on its activities
6. Collect and publish information relevant to the above.

### Person Specification

1. Knowledge and experience of working in public policy, lobbying and/or campaigning 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.*