



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 Relations/Communications

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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 Ann Hedges
<b>Role Purpose:</b>	<b>To support and train the charity's volunteers to write and publish news and stories of interest to disabled people which supports the charity's mission and projects</b>

### Specific Responsibilities:

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

1. Conduct a quick SWOT analysis of BuDS' writing skills and capabilities and access to story ideas and information resources
2. Help BuDS to develop methods to identify and follow-up story and news ideas
3. Help BuDS put in place a recruitment and training plan to upgrade and sustain its writing capability
4. Support BuDS volunteers in an editorial capacity as they write up and publish news and stories
5. Help BuDS to collect outcome data and report on its activities

### Person Specification

1. Knowledge and experience of working in public relations, news journalism or feature writing 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.*