

AskingBristol

Volunteer Role Description: AskAuthor

Role Title: AskAuthor

Location: Flexible (remote and/or in-person depending on availability)

Time Commitment: approximately 6 hours per month (flexible)

Reports To: AskingBristol Project Manager

Duration: approximately 6 months (with option to continue)

Role Purpose

As an AskAuthor, you will play a vital role in strengthening the capacity of small voluntary, community, and social enterprise (VCSE) organisations by helping them access valuable support from local businesses and organisations (including universities). You will be allocated a caseload of around three VCSE organisations at a time. You will interview them, help them to prioritise their needs, then work with the AskingBristol team to connect them with businesses and organisations across the city who have resources to share, monitoring their progress and, ultimately, writing up the outcomes as a case study which will be shared online.

What you will do

- Meet with leaders of local VCSE organisations, mostly online but travelling to them where necessary.
- Have a structured conversation to understand their needs, challenges, and aspirations.
- Help to prioritise their needs into clearly defined Asks, then write these up and work with the AskingBristol team to match them with live offers from local businesses and other organisations, including the University itself.
- Monitor the progress of these matches and report periodically into the AskingBristol team.
- Maintain records of interactions and outcomes to help track impact, including writing up the outcome as a case study or 'story' using a shared template.
- Reflect on the AskAuthor experience, sharing your views and ideas to help us make improvements to the programme.

What you will bring

Essential:

- Strong interpersonal and communication skills
- Excellent listening skills
- Confidence in engaging with a wide range of stakeholders
- Ability to value the views and differences of others
- Ability to work independently and on own initiative
- Organised and proactive approach
- Passion for social justice

Desirable:

- Experience in an advice or consultancy role
- Experience of working with or within the VCSE sector and an understanding of the challenges faced

What you will gain

- Better understanding of the city of Bristol and its communities
- Better insight into the workings of VCSEs, businesses, and universities
- Experience of cross-sector collaboration and community engagement
- Opportunities to develop your professional network
- A chance to make a tangible difference in your community
- Experience for your Bristol PLUS award
- Tangible outcomes to share on your CV or LinkedIn profile
- A referee / reference

Further information

- Full training, induction, and ongoing support will be provided by the Civic Engagement team and wider stakeholders
- Reasonable travel expenses will be reimbursed