



## **VOLUNTEER SERVICE**

### RESEARCH VOLUNTEER (NEW BUSINESS)

*Service:* New Business

*Summary:* EPIC's New Business management function is responsible for securing continuation funding for existing services and for new development opportunities in care and support, primarily via tendering for contracts mainly (but not exclusively) from Local Authorities and NHS organisations.

*Location:* 12-27 Swan Yard, Islington, N1 1SD

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**Some of the tasks this volunteer will have the opportunity to do**

- To support the development of an information folder/database to support the preparation of statutory bids and tenders for EPIC's services
- Create a summary overview of the main organisations delivering services in each local authority area (to map competition and identify potential for partnership development)
- Compile a reference document that contains links to council Cabinet and relevant committee minutes
- Scan and summarise council meeting minutes (as above) for decisions that might be relevant to tendering and procurement processes
- Compile and collate relevant information in respect of national policies, guidelines and standards that drive the development of local strategic planning and sector developments

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**We are looking for someone who:**

- Has proven research and administrative experience;
- Can work on their own initiative, as well as part of a team;
- Is organised, able to prioritise tasks and meet deadlines;
- Can communicate clearly and honestly.
- Works in an anti-discriminatory manner;
- Might be interested in a career in public commissioning, the procurement of services, local strategic planning and careers relating to new business management and service development in the public and voluntary sectors;
- Can work within EPIC Trust's policies and procedures.

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**Hours & Expenses**

We are looking for someone to offer 4 to 8 hours per week. This opportunity is available Monday-Friday between the hours of 9am-5pm. We offer high quality training, support & supervision. We will pay for travel expenses to and from the workplace, and a contribution towards lunch expenses, as long as tickets and receipts are provided.