



VOLUNTEER ROLE DESCRIPTION

Our vision is to foster a corporate environment where neurodivergent people are understood and form an invaluable part of the work culture – could you help us achieve this?

If you require this role description in an alternative format please contact

volunteer@neurodiversityinbusiness.org

Title	Project Manager (several openings)
Team	Corporate Membership Services (CMS)
Number of hours	5-10
Timing of your volunteering	Flexible – As far as possible, you will be able to choose to contribute your hours at a time convenient to you, but please note that there will usually be a requirement for you to attend regular team meetings (frequency varies by team). You may have the opportunity to influence the timing of these team meetings at a later date, but this cannot be guaranteed.
Location	Working from home/remote-friendly
UK-based? (this may apply to a few of our roles)	No, global
Expenses	Reasonable expenses will be paid in accordance with our expenses policy if your volunteering requires you to attend a venue away from home.
Conduct expectations	We expect you to treat other NiB volunteers, staff and any stakeholders with whom you have contact on NiB's behalf, in an inclusive and respectful manner at all times. You will be expected to sign a non-disclosure agreement before joining us and to comply with our internal policies and procedures.
Start date	ASAP
How to apply	Fill in the form on our website (on the Volunteer With Us page)
Interview process	There will be a two-stage process. The first stage is a general interview to get to know you and understand your motivation for joining us. The second stage is an interview with the Team Lead or person with whom you would be working, where your role-related skills will be discussed.

Volunteering with NiB

- We are committed to creating an inclusive and diverse volunteering community where everyone's contributions are valued and respected.

- We aim to provide the support you need to be happy and productive in your role
- We offer reasonable adjustments during the interview and selection process as well as in your role – please just let us know what would help you and when

Team function

The CMS Membership Services team is responsible for providing a market-leading offering to our Corporate Members, organising and hosting collaborative events, and leading on innovative activities to drive the neuroinclusion agenda. The team is at the forefront of the organisation's work in advocating for neuroinclusive practices, listening and learning from Corporate Members on what the trending barriers and enablers are, and help to guide the thinking and direction of the charity to be responsive to industry.

Tasks and responsibilities

- Own and maintain sub-team action logs
- Liaise with other team Project Managers and Leads where relevant
- Regularly update the CMS Lead Project Manager to ensure they have an overview of progress
- Chase owners of actions for updates
- Keep the sub-team on track to deliver objectives

Objectives

- Keep the sub-team action log updated
- Regularly update CMS Lead Project Manager
- Keep Sub-Team Lead updated on team's progress
- Keep sub-team on top of actions

Skills and experience we're looking for

- Working in a team delivering a specific project, ideally as manager
- Good communication skills
- Organising and planning the work of a team
- Awareness of and ability to minimise risks to planned activities