



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	Data & Research Officer (several openings)
Team	Corporate Membership Services (CMS)
Number of hours	3-5
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

- Work as part of a team updating the data held on our corporate members in our existing Client Relationship Management (CRM) system, in preparation for migrating it to the Salesforce CRM
- Collaborate within the team to apportion the work
- Undertake internet research (annual reports, statements and search engines) to collect the missing data
- Identify and remove or update incorrect data (data cleansing)

Skills and experience we're looking for

- Good IT skills
- Experience of working with a CRM or large database would be useful but not essential
- Good research skills
- Accurate inputting
- Team working