

Volunteer Role Profile



Volunteer Role

Administration Volunteer

Volunteer Manager

Group Coordinator / VSO

Where you will be based

Community

Why we want you

As one of our wonderful volunteers, you can get involved in:

- providing support and services to the MS community
- increasing awareness of, and delivering resources to people affected by MS
- raising vital funds to help stop MS
- boosting our community voice by advocating for MS research and policy

What you will be doing

- Keeping records and data up to date and taking notes at meetings
- Preparing mailouts and answering enquiries from the group inbox
- Booking venues for meetings and activities
- Keeping other group volunteers informed of current agreements and activities
- Supporting the development of the group's activity plan
- Supporting the group's shared responsibility for designing and delivering services and activities

The skills you need

- Skills and/or experience in what you'll be doing
- Commitment to MS Society policies and procedures
- Confidence in using Microsoft Office, the internet and email will be required for some volunteer roles
- Compassion and sensitivity
- Ability to maintain confidentiality when required
- A willingness to support the work of MS Society and be a positive representative for the MS community

What's in it for you

- You'll be part of our amazing volunteer network
- You'll develop new skills, which can improve your CV and employability
- You'll be making a real difference to people's lives
- You'll get a say in influencing our work
- You'll receive a Volunteer Welcome Pack
- You'll have an induction to your role
- You'll get support from your Volunteer Manager



- You'll gain access to Learning and Development opportunities
- You'll be reimbursed for any related expenses while carrying out your role

Disclaimer

The MS Society is committed to promoting diversity. We can only offer roles to over 18s. If based in Scotland, or in some operational circumstances in England, Wales and Northern Ireland, undertake references, and/or a disclosure check.