

Administration Volunteer

When you join us as a volunteer, you'll be part of a community of passionate people coming together to improve people's lives and work towards our vision for a world free from the effects of MS.

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

Role details:

Across the UK, our volunteer groups play a vital part in supporting people affected by MS, bringing people together and connecting our local MS communities**.**

As an **Administration Volunteer** you'll play an essential role in your local group.

You'll act as the first point of contact for the group and circulate informationto other volunteers and members. You'll ensure that data and details are kept up to date, to comply with data protection legislation.

In this role you'll develop your administration and organisation skills.

What you'll 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

What you'll get in return:

- 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

Training:

'Must Do' Training	Role Specific Training
Data Protection	Induction with Volunteer Manager

For Recruitment use only:

Volunteer Manager: Group Coordinator

Disclosure: None