



## Activities Organiser

### Volunteer Role Description

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Across the UK, our 250 local groups play a vital part in supporting people affected by MS. They provide sense of belonging, unity and friendship. And they deliver services and support for their local MS community.

As our Activities Organiser you'll play a crucial role in developing and planning activities and events with your local group. You'll be responsible for creating and coordinating an annual calendar of events and making sure they're run safely and effectively to make the most impact. You'll take a lead role at events on the day and inspire your fellow volunteers to get involved.

In this role you'll be able to develop your organisation, communication, administration and negotiation skills.

Most importantly you'll support delivery of vital services to people within your local MS community.

### What the role involves

This role may vary depending on needs, but is likely to include:

- Coordinating the group's shared responsibility for designing and delivering services and activities in line with our principles of quality service delivery so that they are safe, effective and impactful
- Positively contributing to the development of the group's annual activity plan
- Leading on the organisation of events from concept to completion, including coordinating and supporting the successful delivery of an event
- Developing strong relationships with local community organisations, promoting the activities on offer and reaching new people to attend them
- Developing strong relationships with professionals delivering services on the group's behalf to support continued service improvement
- Understanding the expertise of other volunteers and involving them in areas of service development where their skills and knowledge are required

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**Together, we are strong enough to stop MS.**

Multiple Sclerosis Society. Registered charity numbers 1139257/SC041990. Registered as a limited company in England and Wales 07451571.

- Leading on promoting service evaluation and encouraging feedback from those taking part in services and activities provided by the group

We can support you to develop the skills you need for this role, including an induction into all the areas outlined. You will have a chance to discuss your role and any additional needs with us.

## What you will need for this role

### Essential

- Confident using Microsoft Office, the internet and email
- Able to apply disability, equality and inclusion practices
- Able to understand and apply our risk management system
- Understand the local area and organisations that provide local services
- Able to keep people's personal details safe

### Desirable

- Committed to our values
- Willing to develop on skills and experience
- Experience of planning and organising regular events including dealing with problems that occur on the day
- Able to motivate the activity of others
- Enjoys being part of a team

## In order to volunteer in this role you will need to:

- Complete your Welcome and Induction Checklist in the back of your ['Welcome Pack'](#) (opens in new window).
- Complete the training listed below:

<b>Mandatory Training</b>	<b>Role specific training</b>
Data protection eLearning	Induction with your volunteer point of contact

## Sources of support:

We will ensure that whilst volunteering with us you will have access to all the support you need to feel comfortable, confident with what you are doing and able to achieve the most impact through your time with us.

In the first instance your Group Coordinator and Coordinating Team members are here to support you. They are responsible for leading the group, the group's finances, planning services and activities, making decisions and dealing with problems.

If your Group Coordinator isn't able to help, the Volunteer Support Team is the key staff contact for local groups:

[volunteersupport@mssociety.org.uk](mailto:volunteersupport@mssociety.org.uk)

The Supporter Care Team is your point of contact for queries other MS Society departments. They can signpost you to the right person:

[supportercare@mssociety.org.uk](mailto:supportercare@mssociety.org.uk)

Speaking to volunteers from other groups can be another source of support. This is something you could organise yourself or by attending meetings organised by the Volunteer Support Team which bring together other groups and volunteers.

Upcoming workshops are posted on our volunteer website:

[volunteers.mssociety.org.uk/events](https://volunteers.mssociety.org.uk/events)

Our Group Handbook offers guidance on the practices and procedure groups should follow: [volunteers.mssociety.org.uk/group-handbook](https://volunteers.mssociety.org.uk/group-handbook)

Other staff who can support you are listed on our volunteer website:

[volunteers.mssociety.org.uk/volunteering-with-us/staff-support](https://volunteers.mssociety.org.uk/volunteering-with-us/staff-support)

## Additional information about our volunteering programme:

When you volunteer with us, you join our powerful community of people living with MS, scientists, campaigners, listeners, organisers, ambassadors and fundraisers.

Our shared commitments help keep our volunteering programme enjoyable, meaningful and safe for everyone.

Download [Our Commitments](#) here.