



Activities Volunteer

Volunteer Role Description

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

As our Activities Volunteer you'll help deliver fun, well organised activities and support everyone who takes part. Whether you're serving refreshments, talking to people, registering attendees or collecting payments, you'll be making sure everyone feel welcome.

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

Most importantly you'll be supporting your local group to run activities that bring friendship and fun to your local MS Community.

What the role involves

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

- Assisting with setting up activities
- Supporting people that attend activities, including making and serving refreshments and supporting people to access the event
- Supporting the running of an event including registering attendees and collecting any payments

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 need for this role

Essential

- Able to apply disability, equality and inclusion practices
- Able to follow our policies and procedures
- Able to understand and apply our risk management system
- Able to keep people's personal details safe

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.

Desirable

- Committed to our values
- Enjoys being part of a team
- Can do approach and attitude
- Confident using Microsoft Office, the internet and email
- Comfortable communicating with a range of people in an informal setting

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:

Role specific training
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

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

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

Our Group Handbook offers guidance on the practices and procedure groups should follow: 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

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.