



# Communications Volunteer Volunteer Role Description

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Across the UK, our 270 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 Communications Volunteer you'll make sure people know they have a local MS Society group to turn to. You'll write and edit newsletters, respond to information requests, and manage your group's social media accounts.

In this role you'll be able to develop your writing skills, and gain an experience of communicating across a range of digital channels.

Most importantly you'll be helping your local group get the word out to people with MS about local support to help them live their lives to the full.

## What the role involves

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

- Maintaining website pages
- Managing and moderating social media accounts such as Facebook
- Managing PR/press articles
- Writing and editing newsletters, eBulletins and promotional materials
- Supporting others to contribute copy for communications and within our data protection requirements
- Developing and editing case studies with contributors where needed
- Managing the circulation of information and reaching new audiences

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

- Confident using Microsoft Office, the internet and email
- Able to communicate clearly in written and spoken English

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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.

- Able to apply disability, equality and inclusion practices
- Able to keep people's personal data safe

### Desirable

- Committed to our values
- Good research skills and able to motivate and support contributions from others
- Enjoy writing and happy to follow our brand guidelines and tone of voice
- Know the local area and happy to build relationships with new and existing external organisations
- Willing to develop skills and experience
- Willing to learn bespoke IT systems
- Able to promote our work publicly
- Keen to communicate our core messages

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

- Read through your welcome and induction checklist

### 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 Volunteering Programme holds the prestigious Investing in Volunteers (IiV) accreditation. This award recognises our dedication to ensuring all volunteers have an excellent experience – from when we recruit you, through supporting you to develop skills and experience, to recognising your achievements.

Our shared commitments help keep our Volunteering Programme enjoyable, meaningful and safe for everyone.

Download [Our Commitments](#) here.