



Project Management Volunteer welcome and induction checklist

Welcome!

And thank you, we hope you enjoy your volunteering with us.

How to use this checklist

This checklist gives you some pointers for settling into your role and finding out about our work, the policies and resources in place to support you.

You can tick off each step as you go along. There's space to write any questions you might have as you complete it. The 'Sources of support' below shows who to ask for more information.

We recommend you complete your induction as soon as you can. This checklist will help you get started in your role but how long it takes to complete will depend on your availability.

Key



Action



Top tips

Sources of support



Your staff contact is here to support you in your role and your questions about what you'll be doing, your learning and where you can get further information.



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






volunteers.mssociety.org.uk/supporter-care-team








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

volunteers.mssociety.org.uk/staff-support


Welcome


Aim	Methods	Any questions?
<input type="checkbox"/> I'm clear about what I'll be doing	 Agree which tasks you'll be taking on with your staff contact: volunteers.mssociety.org.uk/project-management-volunteer  Refer to your brief for more information.	
<input type="checkbox"/> I'm aware of what learning and development opportunities are available	 Discuss with your staff contact what skills you'd like to develop and what are key priorities for your induction.	
<input type="checkbox"/> I can talk about what it's like to volunteer for us	 Watch the What is MS Video and read about it on the MS Society website: volunteers.mssociety.org.uk/welcome-ms-society	
<input type="checkbox"/> I can describe what MS is, and I am able to explain how it affects different people in different ways	<p>Everyone experiences MS differently. We have listened to what people affected by MS have told us. Find out more.</p>  Read What is MS? on the MS Society website: mssociety.org.uk/what-is-ms	

Aim	Methods	Any questions?
<input type="checkbox"/> I can talk about what we're striving to achieve	 Find out more about our values and the organisational goals we're all working to: mssociety.org.uk/about-us/our-strategy	
<input type="checkbox"/> I'm aware of our Code of Conduct and how to represent the MS Society	 Visit Representing the MS Society on volunteers.mssociety.org.uk/representing-ms-society	
<input type="checkbox"/> I can find the policies in place to support us	 To find out the range of policies we have and what they cover, visit Policies and documents: volunteers.mssociety.org.uk/policies  See what policies you must read and understand as part of your role in 'My mandatory learning' below.	
<input type="checkbox"/> I know how to claim my expenses (if relevant)	 Read our Expenses policy to find out how to claim expenses and what for. You'll need to fill in your Expenses claim form . Policy: volunteers.mssociety.org.uk/resources/1855	

	Expenses claim form: volunteers.mssociety.org.uk/resources/376	
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My mandatory learning

Aim	Methods	Any questions?
<input type="checkbox"/> I can access and handle everyone's data so their personal details are kept safe	<p>You need to make sure the personal data you handle is processed in line with the Data Protection Act.</p> <p> Discuss how to handle data safely and securely, and only for the purpose(s) agreed with your staff contact. Read the MS Society data protection policy and Handling data for more information.</p> <p>Policy: volunteers.mssociety.org.uk/resources/861</p> <p>Handling data: volunteers.mssociety.org.uk/handling-data</p>	

<input type="checkbox"/> I understand the importance of treating everyone with equal respect	<p>We're committed to making sure our information, services, campaigns and awareness activities are relevant, inclusive and accessible to everyone, preventing any form of discrimination.</p> <p> Discuss with your staff contact how we can meet our commitment. Read our Equal opportunities and inclusion policy and our Diversity statement for more information.</p> <p>Equality opportunities and inclusion policy: volunteers.mssociety.org.uk/resources/366</p> <p>Diversity Position Statement: volunteers.mssociety.org.uk/resources/367</p>	
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If you have any feedback about this checklist, please email volunteering@mssociety.org.uk

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