



Activities Organiser

Volunteer Role Description

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 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

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:

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

Download [Our Commitments](#) here.