



Group Coordinator Volunteer Role Description

Across the UK, our 270 local groups play a vital part in supporting people affected by MS. They provide a sense of belonging, unity and friendship. And they deliver services and support for their local MS community.

As our local Group Coordinator you'll take the lead in making sure your local group works as effectively as possible. You'll recruit, induct and support other group volunteers to make sure your group's activities meet the needs of your local MS community.

In this role you'll be able to develop your leadership, management, communication, organisation and motivation skills.

Most importantly you'll help drive change for your local MS community.

What the role involves

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

- Coordinating the activities of our local group to meet the needs of the local MS community
- Coordinating the recruitment, induction and ongoing support of new local group volunteers
- Leading the group's shared responsibility for planning and reporting expenditure and income
- Approving income and expenditure with the other group bank account signatories and ensuring with the Finance Volunteer, that our financial requirements and policies relating to groups are followed
- Ensuring the group's activities comply with policies in order to keep people safe
- Regularly communicating and acting as a key contact between staff and volunteers
- Ensuring disclosure checks are completed and witnessed for volunteer roles that need them
- Leading the group's 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

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.

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

- Willing to ask and understand what people affected by MS need and want
- Committed to our values
- Sympathetic to motivations and needs of volunteers
- Able to promote disability, equality and inclusion practices
- Able to keep people's personal data safe
- Able to understand and follow external and internal policies and procedures
- Confident using Microsoft Office, the internet and email

Desirable

- Self-aware of own management style and able to lead a team, taking a supporting and coaching approach with other volunteers
- Able to communicate to different audiences, including decision makers and volunteers
- Able to delegate and motivate the activity of others
- Enthusiastic about creating change in the local area and passionate about the issues that affect people with MS
- Willing to develop skills and experience

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

- Read through your welcome and induction checklist
- If based in Scotland, or in some operational circumstances in England, Wales and Northern Ireland, undertake a disclosure check

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.