



# Project Support Volunteer

## Volunteer Role Description

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Across the UK we deliver variety of projects to innovate, streamline and improve our services for people affected by MS. And we're looking for volunteers with specialist skills to help project management and deliver them.

As our Project Support Volunteer you'll help us deliver projects within various teams at the MS Society national offices. You'll be involved in managing specific projects, planning, setting up and overseeing project milestones. You'll be responsible for supporting delivery of the project as well as providing admin, research and analysis support, depending on your skills.

In this role you'll be able to develop your multitasking, project coordination, organisation, planning, research, analysis and administration skills.

Most importantly you'll be able to support vital projects that help people affected by MS.

### What the role involves

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

- Supporting to set project framework and milestones
- Project planning and overseeing progress
- Organising meetings and notetaking
- Completing documentation to support project
- Reviewing and updating data
- Contributing to project communications and sending mail outs
- Contributing to writing project reports

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.

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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.

## What you need for this role

### Essential

- Confident in planning projects
- Confident using Microsoft Office, the internet and email
- Interest and/or experience in the project subject area
- Confident in communicating the project to a range of audiences
- Able to keep people's personal data safe
- Able to apply disability, equality and inclusion practices

### Desirable

- Committed to our values
- A keen multitasker

### 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.