



# Co-production Champion

## Volunteer Role Description

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All our activities and services are shaped by our MS community – people affected by MS, volunteers, staff and other experts. We involve our community in every level of shaping our work – from consultation and engagement, to decision-making and insight groups. That’s how we make sure we meet the needs of our whole community and that what we do works for everyone.

As our Co-production Champion, you’ll raise awareness of involvement and co-production within the MS community. You’ll:

- represent our MS community
- engage with and influence decision makers
- inspire people to get involved by delivering presentations at events
- and make sure our community’s voice is heard.

In this role you’ll be able to develop your networking, influencing, communication and presentation skills.

Most importantly you’ll inspire new people to work with us to help everyone with MS live their life to the full.

### What the role involves

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

- Ensuring the voice of people affected by MS is heard and representing the MS community
- Representing our brand and aims
- Promoting opportunities for our MS community to take part in co-production by speaking at events
- Sharing on social media what you’re up to in your volunteer role
- Helping co-deliver workshops and talks to inspire our community to get involved in co-production
- Celebrate the benefits and impact of co-production by sharing stories e.g. through blogs and videos
- Up to date knowledge of MS, our activities and issues faced by people affected by MS

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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.

You can carry out this role from anywhere in the UK, including at home. We will support you in remote volunteering and in developing the skills you need for this role, including an induction into all the areas outlined. You will have a chance to discuss your role, claiming expenses and any additional needs with us.

## What you need for this role

### Essential

- Committed to our values
- Interested in our work and the issues faced by people affected by MS
- Able to make contacts
- Listening skills
- Able to communicate clear messages e.g. verbally or written
- Confident using Microsoft Office, the internet and email
- Able to apply disability, equality and inclusion practices
- Able to keep people's personal data safe

### Desirable

- Able to effectively challenge decision makers and/or culture to change
- Specific understanding and knowledge about the structures we are influencing, e.g. health care system, local government, public relations, social media
- Effective presentation skills
- Confident to speak up, referring to personal experience where appropriate

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

- Complete the Welcome and Induction Checklist in the back of your [Welcome Pack](#) (opens in new window).
- Complete the training listed below:

| <b>Role specific training</b>                  |
|------------------------------------------------|
| Induction with your volunteer point of contact |

### Sources of support:

We will ensure that whilst volunteering with us you will have access to all the support you need to feel comfortable, confident with what you are doing, and able to achieve the most impact through your time with us.

In this role you will predominantly be supported by the staff members who recruited you to the role. They will be able to answer questions about

what you'll be doing, your learning and where you can get more information.

The Supporter Care Team is your point of contact for queries to MS other Society departments. They can offer support and signpost you to the right person: [supportercare@mssociety.org.uk](mailto:supportercare@mssociety.org.uk)

Speaking to other volunteers from can be another source of support. This is something you could organise yourself or ask your volunteer point of contact to do for you.

Other staff who can support you are listed on our volunteer website: [volunteers.mssociety.org.uk/volunteering-with-us/staff-support](https://volunteers.mssociety.org.uk/volunteering-with-us/staff-support)

Our **Volunteers Website** offers guidance on the practices and procedure you should follow: [volunteers.mssociety.org.uk](https://volunteers.mssociety.org.uk)

## More 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.