



# Fundraising Group Coordinator

## Volunteer Role Description

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We're fundraising so we can run services and support for people with MS, and so we can fund our ground breaking research programme that aims to stop MS altogether.

As our Fundraising Group Coordinator you'll help develop annual fundraising plans, setting annual budgets and targets and coordinating your local fundraising group's activities. You'll organise fundraising activities as well as recruiting, supporting and coordinating Fundraising Volunteers.

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

Most importantly you'll inspire your local community to raise funds that help make sure no one has to face MS alone.

### What the role involves

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

- Developing an annual fundraising plan and budget for the group with other team members
- Organising and planning fundraising events throughout the year
- Overseeing the group's compliance with MS Society policies and processes
- Recruiting, inducting, coordinating and supporting Fundraising Volunteers and ensuring everyone uses our brand and tone of voice
- Keeping up to date with guidance and information on local and national fundraising initiatives
- Ensuring Gift Aid is maximised
- Developing links with local organisations and businesses identifying fundraising opportunities, including giving talks to interested audiences
- Researching prospective support
- Ensuring regular communication between volunteers and local MS Society staff
- Ensuring that everyone takes shared and collective responsibility for the finances of the group and fundraising good practice
- Using our processes and procedures to keep people safe

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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.

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

- Previous fundraising experience, including managing budgets and reaching targets
- Effective administration, planning and problem-solving skills
- Confident using Microsoft Office, the internet and email
- Able to promote disability, equality and inclusion practices
- Able to motivate the activities of others
- Able to keep people's personal data safe

### Desirable

- Committed to our values
- Self-aware of management and leadership style, keen to develop on skills and experience
- Enjoys working as part of a team
- Able to lead a team, including supporting and encouraging other volunteers
- Able to convey our key messages in a way that others can understand
- Sympathetic to motivations and needs of volunteers

### 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>Must do training</b>	<b>Role specific training</b>
Data protection eLearning	Induction with your volunteer point of contact.  Fundraising standards and action plan training <a href="http://volunteers.mssociety.org.uk/our-fundraising-standards">volunteers.mssociety.org.uk/our-fundraising-standards</a>

### 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 your point of support will be a member of the Fundraising Team. You can reach them via [fundraising@mssociety.org.uk](mailto:fundraising@mssociety.org.uk)

The Finance Support Team is your staff contact for questions relating to your group's finances and control over those funds. Shortly after you start, you'll receive a welcome email from the team. You can reach them at [financesupport@mssociety.org.uk](mailto:financesupport@mssociety.org.uk)

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

Speaking to volunteers from other areas can be another source of support. This is something you could organise yourself or by attending meetings organised by the Volunteer Support Team which bring together other volunteers.

Upcoming workshops are posted on our volunteer website: [volunteers.mssociety.org.uk/events](https://volunteers.mssociety.org.uk/events)

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)

**Managing your finances** offers guidance on online accounting, managing your groups' finances and following the MS Society's financial rules and policies: [volunteers.mssociety.org.uk/finances](https://volunteers.mssociety.org.uk/finances)

Our **Group Handbook** offers guidance on the practices and procedure groups should follow: [volunteers.mssociety.org.uk/group-handbook](https://volunteers.mssociety.org.uk/group-handbook)

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

## 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.