



Fundraising Volunteer

Volunteer Role Description

We're the MS Society – a community of people living with MS, volunteers, scientists, campaigners, listeners, organisers, ambassadors and fundraisers. Join us today so that together we can stop MS.

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 Volunteer, you'll provide much-needed help looking after relationships and with fundraising activities, including events. You'll help us look after our supporters, who are fundraising for us and who we want to make sure are happy and feel part of what we do. You'll also support us with planning and running events, including preparation and making sure everything runs smoothly on the day.

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

Most importantly you'll be at the heart of activities that help us raise funds to make sure no one has to face MS alone.

What the role involves

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

- Maximising funds raised as part of a team or fundraising group
- Assisting at fundraising events throughout the year
- Contacting our fundraising supporters, keeping them up-to-date with what's going on and helping them feel part of our work
- Developing links with other organisations and participating in fundraising opportunities
- Assisting with compliance issues
- Assisting in completing and signing finance declarations, where relevant
- Coordinating and supporting other volunteers involved in fundraising

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 home or one of our national offices, depending on where the role is based. 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

- Enjoys working as part of a team
- Good communicator and happy talking to different audiences
- Confident using Microsoft Office, the internet and email
- Able to follow Fundraising Regulator standards and fundraising best practice
- Willing to understand and follow external and internal policies and procedures
- Committed to our values

Desirable

- Willing to develop skills and experience
- Previous customer service experience
- Effective administration skills, planning and problem-solving skills

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:

Must do training	Role specific training
Data protection eLearning	Induction with your volunteer point of contact Fundraising standards and action plan training volunteers.mssociety.org.uk/our-fundraising-standards

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.

For Fundraising Volunteers who are volunteering in our local groups the source of support is the Group Coordinator. If your Group Coordinator isn't able to help, the Volunteer Support Team is the key staff contact for local groups' volunteers: volunteersupport@mssociety.org.uk

For Fundraising Volunteers at the national centre, the source of support is the Fundraising Team fundraising@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

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

Our [Volunteers Website](#) offers guidance on the practices and procedure you should follow: 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.