



Health and Safety Volunteer Volunteer Role Description

Across the UK, our 250 local groups play a vital part in supporting people affected by MS. They provide sense of belonging, unity and friendship. And they deliver services and support for their local MS community.

As a Health and Safety Volunteer you'll make sure all local group members are aware of their health and safety responsibilities. You'll help them understand and follow guidelines and procedures to coordinate safe activities.

In this role you'll gain knowledge of Health and Safety legislation, as well as develop your organisation, admin and communication skills.

Most importantly you'll help your local group make sure all their activities are safe for every member of your local MS community.

What the role involves

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

- Ensuring that everyone in the group is aware of health and safety responsibilities
- Accurately following and implementing our risk management procedures for activities and services provided by the group
- Ensuring that the group meets and reports on our health and safety requirements, undertaking audits and reviews as required
- Supporting the group's shared responsibility for delivering services and activities that are safe, effective and impactful

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

- Confident using Microsoft Office, the internet and email
 - Able to learn and use our risk management system
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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.

- Able to understand and follow external and internal policies and procedures
- Able to apply disability, equality and inclusion practices
- Able to keep people's personal details safe

Desirable

- Committed to our values
- Willing to develop skills and experience
- Enjoys being part of a team

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
Health and Safety for group volunteers	

To organise training for transport or property speak to your Group Coordinator.

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 the first instance your Group Coordinator and Coordinating Team members are here to support you. They are responsible for leading the group, the group's finances, planning services and activities, making decisions and dealing with problems.

If your Group Coordinator isn't able to help, the Volunteer Support Team is the key staff contact for local groups:

volunteersupport@mssociety.org.uk

The Supporter Care Team is your point of contact for queries other MS Society departments. They can signpost you to the right person:

supportercare@mssociety.org.uk

Speaking to volunteers from other groups 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 groups and volunteers.

Upcoming workshops are posted on our volunteer website:
volunteers.mssociety.org.uk/events

Our Group Handbook offers guidance on the practices and procedure groups should follow: volunteers.mssociety.org.uk/group-handbook

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

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.