



Project Support Volunteer

Volunteer Role Description

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.

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:

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

Role specific training
Data Protection training
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 the first instance your point of support will be the person who recruited you to your role and the project.

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

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.