



## Property Volunteer Volunteer Role Description

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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 Property Volunteer you'll keep our information hubs, holiday homes and drop in centres safe and accessible for everyone in your local MS communities. You'll make sure buildings meet all legal requirements and that any day to day maintenance is completed to a high standard. You will also be responsible for liaising with contractors if necessary.

In this role you'll be able to develop your property management and maintenance skills and use your specialist expertise to support us to look after our buildings.

Most importantly you'll help your local group deliver activities for every member of your local MS community.

### What the role involves

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

- Leading on the upkeep of a property owned by the MS Society including liaising with contractors who carry out work on the property
- Ensuring that all legal requirements are met
- Ensuring that the day to day maintenance of the property is completed to a high standard
- Completing and reviewing all relevant risk management documentation for the property ensuring its safety and accessibility
- Supporting the group's shared responsibility for designing and delivering services and activities in line with our principles of quality service delivery so that they 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.

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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.

## What you need for this role

### Essential

- Confident using Microsoft Office, the internet and email
- Be able to keep people's personal data safe
- Able to understand and apply our risk management system
- Able to apply disability, equality and inclusion practices

### Desirable

- Committed to our values
- Willing to develop skills and experience
- Experience of property management and or maintenance
- 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:

<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 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](mailto: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](mailto: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](https://volunteers.mssociety.org.uk/events)

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)

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)

## 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.