



Regional Development Events Volunteer Volunteer Role Description

Across the UK, our Regional and Community Development teams work alongside our local groups to play an active role in increasing awareness of and engagement with the MS Society locally.

As our Regional Development Events Volunteer, you'll help to plan and deliver well organised activities and events which provide information for people living with MS as well as help us to engage with the MS community to understand local priorities and needs. Whether that's developing and supporting the promotion of the event alongside the Regional Development Team, serving refreshments, talking to people or registering attendees you'll be making sure everyone feels welcome.

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

What the role involves

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

- Supporting with the planning of events and activities
- Looking at and sourcing local venues
- Assessing access at local venues
- Supporting with the promotion of events and activities.
- Identifying other local organisations that could promote the event
- Attendance at and contributing to planning meetings.
- Assisting with setting up activities on the day of the event
- Supporting people that attend activities, including making and serving refreshments and supporting people to access the event
- Supporting the running of an event including registering attendees

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

- An understanding of disability, equality and inclusion practices or the willingness to learn
- Able to follow our policies and procedures.
- Able to keep people's personal details safe
- Confident using Microsoft Office, the internet and email
- Effective organisation skills
- Comfortable communicating with a range of people
- Committed to our [values](#)

Desirable

- Enjoys being part of a team
- Positive attitude and willingness to help where needed

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

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.

Regional Development Officers are here to support you in your role, answer questions about what you'll be doing, supporting with your learning and where you can get further information. Contact them by emailing S_SRegionalDevelopmentOfficers@mssociety.org.uk

The Supporter Care Team is your point of contact for queries to 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

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.