PROJECT BRIEF

Role Title: Group Coordinator
Role Category: Local Network Group
Volunteer Manager: Lauren Sampson
Location: Croydon

1. What’s the opportunity?

We are seeking a new Group Co-ordinator to lead a team of volunteers at our MS Society Croydon group. This group meets monthly and holds an active coffee morning, a younger persons group as well as a summer outings schedule and minibus.

2. What the role involves

The role involves leading the team, recruiting and inducting new volunteers and helping to develop services for those with, or affected by MS in the local Croydon area.

3. How much time will it take?

The role will involve a monthly team meeting which will last around two hours as well as any supporting activities and training courses. The role will be for three years but there will be regular role reviews with a member of staff every 6 months.

4. What specific skills, experience and abilities you need

You’ll have an interest in MS as well as good leadership, negotiating and communication skills. You’ll also have some experience of business planning and service development as well as being computer literate.

You will gain experience of working with an enthusiastic and experienced team of volunteers who offer a great service to those affect by MS. You’ll be able to share and discuss new ideas and opportunities as a team, as well as running a particular project if you so wish to.
5. **Guidance, support and development**

   - **a) Core learning**
     - Welcome and induction checklist
     - Volunteer induction day
   - **b) Role based induction**
     - Face to face induction with a local member of staff
     - Meet with your new Team
   - **c) Ongoing learning and role reviews**
     - 6 month review

6. **What is the planned volunteer journey?**

   Please reply with your application form to the email address in the advert by 17th March 2017.

   All applicants will be contacted within two weeks.