



Multiple System Atrophy Trust Office Volunteer Role Description

About the Multiple System Atrophy Trust

We are the UK's main support and information service for people who have multiple system atrophy (MSA) . a rare neurological disease with no known cause or cure. As well as helping people who have MSA, we are also there to support families whose lives are affected by MSA as well as carers and health and care professionals who look after and treat people with the disease. We do this by providing:

- MSA Nurse Specialists with specialist knowledge of the condition who offer support, advice and guidance
- Support services including a telephone and email advice service and an online forum
- A network of volunteer-led Support Groups located around the UK
- An online MSA Local Hub designed to harness community knowledge and to offer more support at a local level
- Education and support for health and care professionals to help them provide the best possible care and treatment for people with this rare and complex disease

The Trust was formed in 1997 (originally called The Sarah Matheson Trust . renamed to Multiple System Atrophy Trust in 2010) and our Vision is a **World Free of MSA**.

We are committed to making this happen by funding research to find the cause of, and one day a cure for, MSA.

The facts on MSA

- Multiple system atrophy (MSA) is a neurological brain disease that leads to premature death
- Its cause is currently unknown
- It is random and can affect any one of us
- Its effect on the individual, their family and carers is devastating as the disease impacts on a person's mobility and ability to communicate
- About five in every 100,000 people are affected by MSA and there are up to 3,300 people living with MSA in the UK

- Symptoms usually start between 50 and 60 years, but can affect people younger and older
- There is currently no known cure

Involving volunteers in our work

People with MSA, their families and carers live in cities, towns and villages around us. It is vital that we provide support to them and raise awareness of MSA to help tackle the isolation felt by having a rare disease.

That's why volunteers are so important to our work. Our volunteers help us to support families affected by MSA, raise awareness of MSA within local communities and increase the knowledge of health and care professionals so that they can provide better and more timely treatment and care.

As a charity funded entirely by donations from individuals, companies and charitable trusts, local volunteers also support us by raising vital funds to allow us to continue our work.

What the role involves

In our offices, based in London we have a small team of dedicated staff working tirelessly to provide support services to people affected by MSA, raise funds to continue our work and increase vital awareness of MSA. We are looking for dynamic and motivated volunteers to join our team and help us to deliver these services. As an Office Volunteer you will be supporting the Trust by providing administrative support working with either our Services or Fundraising teams. This role involves:

- Working under the direction of either our Services or Fundraising teams to support with our work. Tasks may include; working on our database (Raiser's Edge), making and sending out membership packs and helping with online shop orders
- Working in our offices in London for a minimum of one day per week. Our office-based roles are flexible in time commitment therefore working patterns can be based upon your availability
- Adhering to the Trust's relevant policies and procedures
- Opportunities to get involved in other areas of the Trust's work, such as supporting at events.

The benefits that you'll receive

All of our volunteers can expect to be welcomed and made to feel part of the wider volunteer network. Through volunteering with the Trust you can look forward to:

- The opportunity to gain experience of working within the charity sector
- Taking on a challenge and meeting new people

- A thorough induction to both the Multiple System Atrophy Trust and the volunteer role
- All pre-agreed out-of-pocket expenses reimbursed in line with our Volunteer Expenses Policy
- A Volunteer Newsletter three times a year and our MSA News magazine.

Skills and experience required

The Multiple System Atrophy Trust is committed to equal opportunities and welcomes applications from all sections of the community. You don't need to have any experience to volunteer in this role, but ideally you should be able to demonstrate:

- Good interpersonal skills
- Reliability and honesty
- Good written and spoken English skills
- An ability to work as part of a team
- Good organisational skills
- An ability to complete tasks effectively and efficiently

In particular, we would welcome applications from individuals with:

- Administrative skills and experience
- IT skills
- Experience of raising funds for a charity
- Media skills
- An understanding or knowledge of MSA

How to apply

If you are interested in applying for this role, please contact the Volunteer Coordinator on **0333 323 4591** or email volunteer@msatrust.org.uk for further information and to request an application form.