

Group Correspondent

Role Profile

Across England, Wales and Northern Ireland, **Groups** offer direct support for people living with and affected by Motor Neurone Disease (‘MND’), every day.

A Group Correspondent provides support to Group Leader(s) in planning and facilitating meetings from an operational and administrative standpoint, supporting the general functioning of the Group.

Tasks and activities

- Leadership – assist the Group Leader to plan key Group activities and processes, including Group meetings and logistics (virtual and/or face to face) and local decision-making activities
- Facilitation – support the Group Leader in facilitating meetings and planning sessions, and where appropriate, take minutes and communicate key messages to local networks
- Planning – engage with local volunteers and communities to plan for Group development
- Growth – support volunteers and staff teams with the recruitment, induction, development and recognition of volunteers, as well as with succession and sustainability planning
- General support – receive and respond to general Group queries and correspondence
- Awareness – act as an ambassador for the MND Association and attend events where possible
- Policies - adhere to the MND Association’s policies and procedures, including Safeguarding
- This role may require attending meetings and events. Expenses are covered per our policies.
- Time commitment is flexible and variable depending on local need and individual capacity

This role is recruited through Safer Recruitment processes, which means the process includes a structured interview and two references.

Successful applicants will complete a structured induction pathway, involving e-learning modules.

Volunteers receive ongoing local support from their allocated Community Support Coordinator (‘CSC’) who shall set up regular check-in and review sessions for ongoing support and development.

About our Group Correspondents

Across the MND Association, everything we do is underpinned by our Values.

We are **One Strong Team**

- We develop and maintain positive and supportive relationships with others
- We use great communication skills to support key foundational Group functions/ operations
- We bring people together through excellent communication and organisational skills

We **think Big**

- We are ready to enhance our understanding of MND to drive our approach to volunteering
- We are very organised and use our administrative and detail-oriented skills to support activities
- We use our brilliant ICT skills to undertake tasks - e.g. Zoom/MS Teams, email, Office 365

We are **Determined**

- We are committed to learning about MND and its impact on people and their families
- We ensure that we take steps to ensure our own and others’ safety
- We understand the need for consent, confidentiality and the importance of data protection

We make **Every Day Count**

- We champion the **Vision and Purpose** of the MND Association
- We act impartially and take an inclusive approach to engaging with other volunteers
- We are always respectful and kind