

Support Meeting Co-ordinator

Also known as ‘Support Meeting/Event Facilitator’

Role Profile

Often linked with a [local Branch or Group](#), a Support Meeting Co-ordinator helps facilitates regular local events which engage those who are living with and affected by Motor Neurone Disease (‘MND’).

Support Meeting Co-ordinators lead the organisation of local support events, such as coffee mornings, afternoon teas, support meetings, drop-ins and more, with the support of other local volunteers.

Tasks and activities

- Take the lead in organising, facilitating, promoting and where possible, attending support events
- Link closely with the local Branch or Group members to collaborate and share details of events
- Liaise with venue staff and suppliers as required for event delivery
- Ensure communication locally, pre and post event – eg. Invites, feedback, consents
- Co-ordinate volunteer support for events, including Support Event Helpers, and support them to feel safe and confident in their role
- Develop and maintain positive relationships with the other volunteers and staff
- Adhere to the MND Association’s policies and procedures, including Safeguarding
- Time commitment is variable depending on different factors, including personal capacity and local need.

This role is recruited through our Safer Recruitment process, which means it includes an informal interview and two references.

Successful applicants will complete an induction and sign off process, which involves completing e-learning and training.

Volunteers receive ongoing local support from their allocated Community Support Coordinator (‘CSC’).

About our Support Meeting Coordinators

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
- We work effectively together and ask for help and support when we need it
- We take accountability for our role in leading the delivery of quality events

We **think Big**

- We seek new, creative opportunities to support people locally impacted by MND through events
- We undertake appropriate learning and development to help us in our role
- We use ICT skills to succeed - e.g. Zoom/MS Teams, email, Office 365

We are **Determined**

- We are prepared to learn 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 confidentiality and the importance of data protection

We make **Every Day Count**

- We champion the [Vision and Purpose](#) of the MND Association
- We ensure events are inclusive, accessible and as regular as possible or needed locally
- We are always respectful and kind