ROLE SUMMARY

OMS Volunteer Co-ordinator

Role detail:

- **Role title**: OMS Volunteer Co-ordinator
- **Type of role**: voluntary/ unpaid
- **Location** – digital/ home-based
- **Agreement length** – initially, for a trial 6-months period
- **Hours** – flexible
- **Reporting to**: OMS CEO

Role purpose:

OMS is a dynamic and growing organisation that is looking to ramp up its activity across all core areas – community growth and development, fundraising, events, comms (content writing, proof-reading) and digital.

Our volunteers are our lifeblood, helping us do our work in championing the 7-step recovery programme across the globe. Through the OMS programme we support, inform, educate and empower people with MS, to improve their quality of life.

To enable us to grow our pool of committed volunteers we are looking for a dynamic and enthusiastic Volunteer Co-ordinator.

As our new and first ever Volunteer Co-ordinator, you will:

- help us shape our approach to managing our volunteers, including recruitment, support, engagement, development and retention, so that it adheres to best practice guidance
- develop effective organisational processes to enable our volunteers to fulfil their roles effectively and thrive
- develop effective day to day volunteer support and communication mechanisms, to ensure they’re informed of new developments at OMS
- work with and support the OMS team to enable them to work effectively with volunteers, so they’re able to fulfil their potential
- lead our volunteer team so they feel an integral part of our charity, are supported and engaged, to fulfil their roles
- help recruit, welcome and onboard new volunteers joining the OMS team

You will work closely with the OMS team, Ambassadors and OMS community.
**How to apply:**

- You will need to express your initial interest by e-mailing us at contact@overcomingms.org your CV with a paragraph explaining why you’re interested in the role and what skills/interests you bring to the table.
- An initial call will then be arranged with Grazina, CEO of OMS to discuss the role in more detail followed by an informal Skype interview.

**Skills & experiences we’re looking for**

- An enthusiastic OMS supporter and passionate about not-for-profit sector
- An empathetic, proactive and solution focused individual
- Excellent spoken and written communications skills
- Leadership skills
- Exceptional organising ability
- Passion for all things digital, including social media
- Willingness to work autonomously.