**MS Trust Volunteer Role Description**

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| **Role title** | **Involvement and Inclusion Panel Member** |
| **Purpose of the role** | The main purpose of the role is to share your views and opinions to help the MS Trust fully reflect the community we serve.  Panel members will use their lived experience and expertise to give advice and opinions on a broad range of issues relating to equality, diversity and involvement. They will act as a sounding board for the MS Trust as we develop our EDI and involvement programmes and share insight to inform MS Trust policy and service delivery. |
| **What you will be doing** | Attend I&I panel meetings, participate in panel discussions and take part in other discussions as required.  Use your lived experience and expertise to contribute ideas and opinions to the meeting.  Prepare for meetings, reading any information circulated and complete any tasks that you commit to.  Seek the views of other people affected by MS through your networks and use this insight to contribute to the meetings.  Talk about your role as a I&I panel member at MS Trust events.  Promote opportunities for others to volunteer with the MS Trust. |
| **Skills and experience needed** | Lived experience of being affected by MS – for example living with MS, supporting a friend or family member with MS or working as a health professional with a specialism in MS.  Wider lived experience relevant to the role. For example you may live with a disability or have experience based on your age, gender identity, race, religion or belief, sex or sexual orientation.  Confident communicating with others and expressing your views using the phone, in virtual meetings, face to face or by email.  Excellent listening skills and ability to work collaboratively and respectfully with people who have different views and experience.  Understanding of equality and diversity issues  Experience of taking part in involvement activities or relevant equivalent experience is desirable but not essential |
| **When and where** | We will meet 4 times a year with times agreed with attendees. Meetings will be scheduled for 2 hours.  Meetings will be virtual with the potential for one face to face meeting a year if agreed with members.  Members will be asked to take part in occasional discussions in addition to meetings. |
| **Support offered** | This is a voluntary position, no salary will be paid to panel members. Travel expenses supported by receipts will be paid in accordance with MS Trust policy. Expense forms must be submitted for expense payments.  All panel members will receive training on the work of the MS Trust and training on Equality and Diversity.  You will have support from your volunteer contact at the MS Trust. |
| **What you could get out of it** | This is an opportunity to gain experience of volunteering with a charity at a strategic level and to build your understanding of programme development and delivery.  You will meet people from across the MS Community and share insight and experiences and will also have opportunities to take part in wider MS Trust activities including acting as a champion and attending conferences and events. |
| **Other information** | You will be required to sign a confidentiality agreement, to notify the MS Trust of any conflicts of interest and to manage conflicts of interest effectively. All discussions and papers are strictly confidential.  We will publish details of the panel including members details on the MS Trust website. Members will provide a short biographical statement and a photo to accompany this. |
| **What to do if you’re interested** | For an informal conversation about the role contact Claire Winchester on +44 (0)1462 476705 or email claire.winchester@mstrust.org.uk.  To apply for the role please complete the volunteer application form and include a short statement explaining your interest in the role and giving details of the skills and experience you have. In particular please let us know how you are affected by MS and any other lived experience we should consider.  Applications should be returned by 30 October 2021.  We are seeking to balance membership of the I&I Panel to ensure we involve people with diverse lived experience and geographic diversity. We will shortlist applications using the criteria in the skills and experience and following this invite successful applicants to an informal interview to discuss the role in more detail.  We anticipate interviews will be held week commencing 8 November 2021. |