

# Support meeting Coordinator

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**“Whether you want to get involved in caring, fundraising, awareness raising or campaigning, you won’t fail to be uplifted by this community. And you will soon find yourself making a difference, even if it’s just in small steps. Every step is pushing us towards better care and the ultimate goal, a cure.”** David, Volunteer

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## What’s involved?

Support Meeting Coordinators organise regular coffee mornings, afternoon teas, support meetings or drop-ins for people living with MND, their families and carers. As part of their role they will:

- work with their local branch/group
- arrange meeting dates
- secure and liaise with venues
- send invites
- organise and serve refreshments
- ensure that all who attend the events feel welcome, included and have an enjoyable social experience

## This role will suit me if I:

- am a good communicator
- have good organisational skills
- have warm and empathetic manner
- am a team player
- am able to encourage people to come along and meet others

## What’s in it for me?

- become part of a friendly and dedicated team
- make a positive impact to the lives of people affected by MND
- get access to a range of workshops and events

## How flexible is the role?

The Support Meeting Coordinator will need to work from home for approximately 2 hours a week and attend monthly meetings.

## What sort of training/induction will I receive before starting?

You’ll be inducted into the role and informed about the Association. As part of this, you will receive e-learning and/or face-to-face training.

## What’s the next step?

Express your interest or get further information by emailing [volunteering@mndassociation.org](mailto:volunteering@mndassociation.org) or call us on 03456 044150.