



Muscular Dystrophy Support Centre (MDSC)

Communications Administration Volunteer

Location: Coventry

Responsible to: Communications officer

Time Commitment: Flexible – ideally 4-8 hours per week (or agreed days)

Duration: Ongoing

Expenses: Reasonable travel and agreed out-of-pocket expenses reimbursed.

Purpose of the Role

Help us tell the stories that matter.

As a Communications Administration Volunteer, you will support the Communications team with the day-to-day administration that keeps our communications running smoothly. Your work will help raise awareness of muscular dystrophy, celebrate the achievements of our service users, support fundraising campaigns and ensure people know about the life-changing work carried out by MDSC.

This is an ideal opportunity for someone looking to gain experience in charity communications, marketing or administration while making a real difference.

What You'll Be Doing

You may support us by:

Administration

- Updating communication databases
- Organising photographs and media files
- Maintaining image consent records
- Assisting with mailing lists
- Supporting event administration
- Helping maintain our in-centre displays
- Filing communication materials electronically

Social Media Support

- Scheduling approved social media posts
- Monitoring comments and messages for escalation
- Collecting engagement statistics

- Researching awareness days and relevant campaigns
- Helping maintain our social media content calendar

Website Support

- Updating simple website content
- Checking links and pages remain accurate
- Uploading approved news stories and events

Story Collection

- Helping gather service user stories
- Contacting supporters for testimonials
- Recording case studies
- Organising photographs and permissions

Publications

Supporting the production of:

- Newsletters
- Annual Report
- Service User Magazine
- Leaflets
- Posters
- Event programmes

Campaign Support

Assisting with campaigns including:

- Awareness Month
- Fundraising appeals
- Community events
- Volunteer recruitment
- Service promotions

We'd Love You To Have

Essential

- Good organisational skills
- Good written English
- Good attention to detail
- Basic IT skills (Microsoft Office)
- Friendly and professional manner
- Ability to work confidentially
- Enthusiasm for supporting a charity

Desirable

- Experience of administration
- Experience using social media
- Canva experience
- Website editing experience
- Photography or graphic design skills
- Interest in healthcare or the charity sector

Personal Qualities

We are looking for someone who is:

- Organised and reliable
- Positive and enthusiastic
- Creative
- Comfortable working independently
- A good communicator
- Compassionate and respectful
- Happy working as part of a team

Training and Support

You'll receive:

- Full induction to MDSC
- Training relevant to your role
- Ongoing support and supervision
- Opportunities to develop new skills
- References after successful volunteering (where appropriate)

What You'll Gain

By volunteering with MDSC you'll have the opportunity to:

- Make a genuine difference to the lives of people living with muscular dystrophy
- Develop communication and marketing experience
- Build confidence
- Gain experience within the charity sector
- Meet new people
- Learn new skills
- Enhance your CV
- Become part of a welcoming and supportive team

Our Values

As a volunteer you'll be expected to demonstrate our values by:

- Treating everyone with dignity and respect
- Working collaboratively
- Maintaining confidentiality
- Being reliable and trustworthy
- Promoting equality, diversity and inclusion
- Representing MDSC positively at all times

Additional Information

This role is voluntary and is not a contract of employment.

A basic DBS check may be required depending on duties undertaken.

MDSC is committed to safeguarding adults and Young people at risk and promoting an inclusive environment where everyone feels welcome.