

## Support Group Chair

*Muscular Dystrophy UK is a charity that connects a community of more than 110,000 people living with one of over 60 muscle wasting and weakening conditions, and all the people around them. So everyone can get the healthcare, support and treatments needed to feel good, mentally and physically.*

**Location:** Your local group – this could be in person, on Zoom or via Whatsapp

**Department:** Campaigns, Communications, and Support

**Frequency:** Variable depending on group. Our Muscle Groups meet 3 times per year.

### How you will make a difference

Our support groups reach people affected by muscle wasting and weakening conditions across the UK. We believe it is important to have direct input from people with lived experience in the running of our groups. Support group chairs will have input in the agenda and organisation of each meeting, and chair meetings either in person or on Zoom.

### Why volunteer?

- Opportunity to become a community leader, providing support to others living with muscle-wasting and weakening conditions
- Gain experience of public speaking and presentation skills through leading a warm and friendly group
- Meet like-minded people
- Develop organisational skills

### What you'll be doing:

- Chairing group meetings, creating a warm, friendly and supportive atmosphere
- Shaping each meeting's agenda in discussion with MDUK staff and co-organising the logistics of each meeting
- Ensuring safeguarding concerns or inappropriate behaviour issues are communicated promptly to MDUK staff

- Support MDUK staff to publicise group meetings through your connections, encouraging new people to join forces with the charity
- As part of your role, you may develop relationships with health and social care professionals in the region, working closely with MDUK staff to increase the number of people with the condition known to the charity

You may be chairing an existing group or working with us to set up a new support group. We are always keen to hear your ideas for new support groups that are needed!

**What you'll bring:**

- Strong communicator and good listener – able to ensure meetings run smoothly, to time and that everyone gets their chance to speak
- Diplomatic and non-judgmental
- Positive and professional
- Reliable and organised
- Broad understanding of muscle-wasting and weakening conditions and the work of Muscular Dystrophy UK

***At MDUK, we're committed to supporting and empowering our volunteers. As such, you can always expect the following from us:***

- training and support throughout your time volunteering
- we will share the *Volunteers Handbook* with you, along with regular updates on the charity's work
- opportunities to connect with other MDUK volunteers
- claim back reasonable expenses as agreed with your MDUK contact
- insurance cover, while volunteering, under our public liability insurance
- your personal data will always be held securely in accordance with GDPR and [our Privacy Policy](#)
- a formal, written procedure for resolving difficulties; if you have a complaint, it will be dealt with promptly and fairly.

***In return, we ask for you:***

- to show enthusiasm and commitment to supporting the work of MDUK, maintaining and upholding the reputation and good name of the charity
- to listen to, and work co-operatively with MDUK staff and volunteers – treating all with courtesy and respect – and adhering to the Volunteer Code of Conduct

- to take reasonable care of your own health and safety and that of others around you
- to support the charity's equal opportunities and diversity policy
- to provide us with feedback on your volunteering experience and let us know if you can no longer volunteer with us

### **Training and other requirements**

**DBS check:** Required for some groups

**Safeguarding training:** Provided

**GDPR training:** Provided

**Access to internet:** Required

**Travel:** Likely required, to be discussed with Volunteer

Manager. Travel expenses can be covered.