

Information Pack

Branch Liaison x 2 posts (part-time)

One based at

**MS Ireland, Head Office, Dublin
MS Ireland, Galway Office**

MS Ireland Background

MS Ireland is the only national organisation working solely on behalf of people living with Multiple Sclerosis and the many thousands of people who share their lives. The aim of the Society is to enable people living with MS to live their lives to their fullest potential, to participate in all aspects of society and to foster research on a national and international basis to identify a cure for Multiple Sclerosis.

The objectives of the Society are:

- Facilitate People with Multiple Sclerosis (PwMS) to control their lives and environment, to live with dignity and participate in the community.
- Provide support for the families and carers of PwMS.
- To exchange and disseminate information relating to MS.
- To co-operate with the Medical, Scientific, Social and Caring professions.
- To promote scientific research into the causes of, cure for and management of MS.
- To provide and identifiable focal points by developing an efficient, effective and caring organisation to serve the needs of PwMS.

A wide range of services and programmes have been developed and implemented by the MS Society. These services and programmes are designed specifically to meet the needs of the MS community and to ensure that the fundamental aims of the MS Society are achieved on behalf of the MS community. Such services include:

- National MS Information Line
- MS news magazine
- Information booklets
- Sessional counsellors
- Respite care facilities
- Funds for MS research in Ireland
- National and Regional conferences on MS
- Regional offices with professional staff in each HSE area
- 34 branches nation-wide

Multiple Sclerosis

Multiple Sclerosis is a serious condition, which damages the central nervous system- the brain and the spinal cord. MS occurs as a result of scarring the myelin sheath that insulates cells in the nervous system. This distorts the passage of nerve impulses between the brain and other parts of the body. It interferes with the brain's ability to control such functions as seeing, walking, talking etc. It's called multiple because many scattered areas of the brain and spinal cord may be affected and symptoms can be mild or severe and come and go unpredictably.

Multiple Sclerosis is the most common neurological disabling disease affecting young adults throughout Europe. 400,000 people in Europe are directly affected. 9,000 people in Ireland and in some parts of Ireland the rate is 1 in 400. The prevalence is higher in Northern Ireland and Scotland. There is yet no conclusive reason for this although intensive research has been carried out.

The typical age of diagnosis is the late twenties to mid-forties, when family and career are usually the priorities. Twice as many women as men have MS. There is as yet no known cure.

There is no typical MS, it is individual to each person, the progress is unpredictable so one general description or prognosis is not possible. This leads to other problems, not only do people with MS have to learn to cope with the disease, there will also be pressure on members of the family to take on the role of carer.

For more information about Multiple Sclerosis and the Multiple Sclerosis Society of Ireland please see www.ms-society.ie

JOB DESCRIPTION

Job Description	Branch Liaison (2 posts)
Location	1 post in National Office, Dublin and 1 post in the Galway Office
Part-time	25 hours per week
Fixed Term Contract	15 month contract
Rose Purpose:	To co-ordinate and develop Branch Membership and communications in order to enhance links between Branches and National and Regional offices and services to new and existing members of MS Ireland.
Reports to:	Services Manager

KEY RESULT AREAS:

MEMBERSHIP

1. To process membership applications to include maintaining an up-to-date and accurate database and mailing lists to ensure that new and existing members receive relevant and timely information about the services of MS Ireland.
2. To liaise with the Finance Department regarding procedures for processing membership payments in an efficient manner and in line with accounting practices.
3. To produce up-date reports and information on membership numbers and trends to management and to liaise with Branches accordingly to ensure the accuracy and consistency of information.
4. To refer any queries for particular services by potential, new or existing members to their nearest Branch and/or relevant service (e.g., Regional Office, Helpline, Branch) to ensure they can access the services of MS Ireland in an efficient manner.

BRANCHES:

5. To develop procedures and processes to facilitate and improve working relationships between Branches and National and Regional offices and to ensure clear communication structures between all stakeholders.
6. Where appropriate, to refer Branch queries to relevant departments and services within MS Ireland (e.g. Regional Offices, Fundraising Dept.) to ensure that all queries are dealt with in an accurate and timely manner.
7. To review and research the training and development needs of Branches with a view to gaining an accurate picture of their training requirements which will enable the Services Manager develop and provide the necessary training

courses to ensure that members have the requisite skills to carry out their duties.

8. To collect information on all Branch meetings, events and AGMs and to communicate details of same to all relevant stakeholders through appropriate mediums, including the MS website.
9. To facilitate Branches in their fundraising activities by referring them to the appropriate internal departments where necessary and where required provide the appropriate equipment needed to carry out fundraising activities.
10. To attend at appropriate meetings where required to include team meetings and council meetings when required.
11. To assist with general administration and correspondence on Branch related issues to enhance the efficiency and effectiveness of communications.
12. From time to time perform such other tasks as may reasonably be required by MS Ireland to ensure the efficient running of the organisation in line with best practice standards.

PERSON SPECIFICATION:

Knowledge and Skills:

- Excellent IT skills to include knowledge of MS Word and Excel.
- Prior Experience of managing and maintaining database systems.
- Excellent problem solving skills and ability to work on own initiative.
- Excellent communication skills and an ability to build positive relationships with internal and external stakeholders.

**Applications with up to date CV and covering letter to avab@ms-society.ie
REF: BD in the subject line**

Closing date Friday February 23rd 2018

MS Ireland is an equal opportunities employer

The assistance of recruitment agencies is not required at this time

Funding: *MS Ireland is supported by a multi-annual funding programme through the Scheme to Support National Organisations, provided by the Department of the Environment Community and Local Government and administered by Pobal. This scheme covers the period July 2016 to June 2019.*



An Roinn Tithíochta, Pleanála,
Pobail agus Rialtais Áitiúil
Department of Housing, Planning,
Community and Local Government



pobal

government supporting communities

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with business needs.