

Volunteer Information Assistant

<i>Name of Organisation:</i>	M.S. Research Training and Education (reg. charity no: 1043280. co no: 3005230 www.ms-research.org.uk)
<i>Type of Organisation:</i>	Research and information about Multiple Sclerosis for individuals, families, health and social care professionals
<i>Role Title:</i>	Assistance with reference and information data base for MS information
<i>Number of vacancies:</i>	3
<i>Location:</i>	MS Research and Resources Unit, Bristol General Hospital, Guinea Street, Bristol, BS1 6SY
<i>Duties:</i>	Assist head of unit with organisation, categorisation and data entry for a wide range of MS information sources, answering phone
<i>Skills/experience required:</i>	Good telephone manner, IT skills: competence with Microsoft software an advantage. Good organiser. Some biological/healthcare knowledge useful.
<i>Hours per week:</i>	To be agreed up to 3 hours
<i>Duration of placement:</i>	Up to 1 year
<i>Application procedure:</i>	Apply to Gill Nickolls Information and Communication Officer on 0845 345 3261 , by email webmaster@ms-research.org.uk , by mail at address above