



The Silverlining Charity Volunteer Job Description

Role: Local Events Facilitator – London Silver Spoons

Position: Voluntary

Location: Islington, London

Time Commitment: 5 hours per month

Reports To: Jamie Bedford, Operations Manager

Thank you for choosing to become part of The Silverlining Charity. The Silverlining Charity is a registered Charity which aims to rebuild the lives of all those affected by brain injury through meaningful group activities and individual challenges in the community. Volunteers are essential for our service provision and involvement with The Charity offers numerous benefits and opportunities for personal development.

Purpose:

Silver Spoons is a local dinner group providing a great opportunity for Silverliners to relax and socialise in a safe community setting. We hold our London Silver spoons on the last Friday of each month and it is a really important social outlet for many of our members. The local events facilitator will support our clients to arrange and host a monthly dinner club in their local community.

Main Responsibilities:

- Working with brain injury survivors to understand what they want from Silver Spoons.
- Appealing to local venues to offer a Charitable discount for the group.
- Making regular bookings with local restaurants.
- Liaising with local team members to send out reminders for the event.
- Maintaining guest lists and records of activities.
- Attend the monthly dinner groups to maintain a fun and safe environment.

Required Skills/Qualities:

- An understanding of the complexities of working with brain injury survivors
- Strong interpersonal skills.
- Good record keeping.
- Available by phone and internet.
- Self-motivated.
- Able to attend monthly events in central London.

Benefits and Reimbursements:

- Ongoing personal development.
- Making a real difference to the brain injured community.
- Experience working both independently and with a team.
- Reasonable travel expenses will be reimbursed (more details available upon request).

To Apply:

Please send a short covering letter to Jamie@thesilverlining.org.uk detailing your experience, fit with the role and why you want to volunteer with us. Upon receipt of your application we will seek to arrange a short telephone interview or face-to-face meeting where we may ask for details of a referee.

To find out more about our work visit www.thesilverlining.org.uk or email admin@thesilverlining.org.uk.

The Silverlining Charity

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