



The Silverlining Charity Volunteer Job Description

Role: Fundraiser

Position: Voluntary

Location: Flexible

Time Commitment: Flexible

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:

To help raise much needed funds to support our work with all those living with and affected by brain injury.

Main Responsibilities:

- Researching sources of funds including, but not limited to, grants, Charity schemes and local businesses.
- Speak with potential funders by email, phone and letter.
- Securing funding.
- Completing nominations for Charity awards.

Required Skills/Qualities:

- A professional and friendly telephone manner.
- Good written and verbal communication skills.
- Ability to work on own initiative.
- Good IT skills including Microsoft Word, Outlook, Excel and PowerPoint.
- Working in compliance with policies and procedures.

Training and Support:

You will have an induction to the organisation working closely with our Operations Manager throughout.

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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