



The Silverlining Charity Volunteer Job Description

Role: Local Marketing and PR

Position: Voluntary

Location: Supporting a local group

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 raise awareness of The Silverlining Charity within the local community.

Main Responsibilities:

- Advertising and publicising the charity's activities.
- Liaising with local press and radio.
- Ensuring maximum coverage of local charity events.
- Attracting new sponsors and members.
- Establishing relationships with local organisations and businesses.
- Contacting health care, legal organisations and other organisations to arrange the delivery of talks and materials.

Required Skills/Qualities:

- Enjoy development work.
- Good verbal and written communication skills.
- Approachable and friendly.
- Ability to work on your own initiative.
- Open minded and non-judgemental.
- Methodical with good attention to detail.
- Enthusiastic about support lives affected by brain injury.
- Confidence in approaching the media and other professional organisations.

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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