



The Silverlining Charity Volunteer Job Description

Role: Volunteer Recruitment

Position: Voluntary

Location: Remotely

Time Commitment: 4 hours or more per week. Ongoing

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:

You'll help design exciting and attractive volunteer opportunities, and implement innovative, cutting edge approaches to volunteer recruitment which identify skilled, committed and engaged people who can make positive contributions to our charity.

Main Responsibilities:

- Developing position descriptions.
- Planning volunteer recruitment strategies to meet our needs.
- Managing ongoing recruitment through online platforms.
- Researching and utilizing new channels of volunteer recruitment.
- Act as the first point of contact for new applicants.
- Responding to volunteer enquiries.

Required Skills/Qualities:

- Ability to work independently without close supervision, but open to asking for help and support.
- Friendly and welcoming.
- Good communication skills.
- A methodical approach.
- 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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