



The Silverlining Charity Trustee Job Description

Role: Fundraising and Events Lead

Position: Voluntary

Location: Access To Weybridge, Surrey

Time Commitment: Approximately 4 Hours per week

Reports to: The Committee

Introduction To The Silverlining Charity:

The Silverlining Charity aims to rebuild the lives of all those affected by brain injury through meaningful group activities and individual challenges. Brain injury can be very isolating for the injured and those around them. Our services are open to anyone affected by brain injury including the brain injured, their family members, their friends, their carers and professionals working within the brain injury community. With a focus on inclusion, we support our members (Silverliners) to develop friendships, skills and new directions by:

- Offering new and exciting activities accessible to all.
- Promoting the development of clinically-led social support networks, connecting the brain injury community.
- Offering opportunities for friendships and social inclusion.
- Encouraging participation in charitable activities to support other causes.
- Running meaningful group activities in the local community and abroad.
- Arranging and facilitating inspirational educational initiatives aimed at community groups, developed and presented by those affected by brain injury.

We currently offer our unique services in seven locations across England and Wales to upwards of 500 Silverliners from a small base in Weybridge, and our current objective is to grow from a small charitable initiative into a self-sustaining charity. Should you wish to find out more about our work please visit our website, www.thesilverlining.org.uk, or email us at admin@thesilverlining.org.uk.

The Role:

As a Trustee of The Silverlining Charity you will be part of the team working to realise our aims and ambitions by using your skills and experience to develop and drive forward our business plan. As the key Fundraising lead you will provide us with a fresh perspective on fundraising strategy, support our events management and help us to secure finances long into the future.

To Apply:

Please send your CV and 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 will ask for details of a referee before we progress the process further.

The Silverlining Charity

46-48 High Street, Weybridge, Surrey, KT13 8BL

Email: admin@thesilverlining.org.uk • Tel: 0203 174 2051 • Registered Charity Number: 1157749

Key Responsibilities:

- Identify sources of sponsorship, partnership and potential development opportunities and provide support to staff in building fruitful relationships.
- Assist with the assessment of the cost benefit ratio of each planned type of fundraising.
- Network on behalf of the charity to solicit funds on a peer to peer basis.
- Assist with the writing, submission and review of fundraising applications.
- Oversee fundraising and to make sure it is carried out in legal, honest and accountable ways.
- Contributing knowledge of fundraising techniques and strategies, understanding results and approving budgets.
- As a member of the Management Committee, approve The Silverlining Charity's mission statement and review performance in achieving it.
- Regularly liaise with The Operations Manager.

Required Skills and Qualities:

- Strong, demonstrable income-generation experience.
- An understanding of the charity sector and the business challenges and opportunities therein.
- Ability to communicate complex ideas clearly to those with little or no business background.
- Confident networker, able to identify and build good working relationships with potential patrons, sponsors and partners.
- Strategic planning skills.
- A thorough understanding of responsible and accountable fundraising.
- Experience of successful bid development and fundraising desirable.
- Available to attend meetings in person approximately once per quarter.

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).

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