



The Silverlining Charity Volunteer Job Description

Role: Local Coordinator

Position: Voluntary

Location: Supporting a local group

Time Commitment: 3 + hours per week

Reports To: Jamie Bedford, Operations Manager

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.

Role:

As a lead regional volunteer of The Silverlining Charity you will be part of the team working to realise our aims and ambitions by using their skills and experience to offer our support to Silverliners in their local communities. As a lead regional volunteer you will provide us with local activities, management and guidance, supporting our efforts to grow and operate sustainably at the same time as delivering maximum benefit to our service users and maximum return to our investors and supporters.

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:

Planning and Organisation:

- Assess the needs and capacities of the local Silverliner
- Regularly discuss with The Operations Manager ongoing issues and activities
- Ensure that The Silverlining Charity capabilities are equal to requirements of the long-range goals
- Identify sources of sponsorship, partnership and potential development opportunities and provide support to staff in building fruitful relationships
- Assist in the securing of funds for local and national activities and initiatives

Operations:

- Review internal systems to ensure that those in place are adequate to support local Silverliners
- Appraise performance and provide candid and constructive criticism, advice, comments and praise
- Provide advice on local issues to help inform the Trustees decision making
- Ensure financial compliance of all individual activities and the group in line with all policies and procedures

Safeguarding:

- Undertake risk assessments for individuals when required and mitigate risks where necessary
- Ensure all volunteers and local service providers are DBS checked and have the necessary policies and procedures in place to work safely with vulnerable adults

Events Managements:

- Liaise with people and groups in the community to help facilitate local events and activities
- Oversee volunteers' involvement in the running of events (including financial compliance, clerical compliance and safeguarding)
- Undertake risk assessments for events and assist in the mitigating of risks where necessary

Clinical Management:

- Ensure all vulnerable persons are monitored and supported appropriately at Silverlining activities
- Facilitate healthy relationship building between Silverliners and personal development

Required Skills and Qualities:

- Strong, demonstrable clinical and/or occupation skills directly transferable to the brain injury community
- An understanding of the charity sector
- Ability to communicate and work well with different groups of people
- Confident networker, able to identify and build good working relationships with sponsors and partners
- Experience of budgeting and handling funds accountably
- Available by email

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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