



Canley Chit Chat Project Leader

Volunteers host tea, cake, and activities with Canley residents, over 50 years old, at Canley Community Centre. Volunteers support this event by helping with the delivery of these activities and providing friendly conversation and companionship. The aim of this activity is to provide a fun friendly place for older residents to socialise.

Sessions take place at Canley Community Centre Tuesdays from 10-12noon

Roles & Responsibilities:

- Promote the project and actively recruit volunteers. Including updating the project webpage and creating publicity resources as required.
- Complete session plans and create a resources list.
- Liaise with the community partner to confirm session arrangements.
- Organise and lead the introductory meetings for volunteers.
- Lead sessions at the Community Centre.
- Maintain communication with volunteers and support as required.
- Manage a project budget and organise session resources for any student-led activities.
- Maintain regular communication with Canley Community Centre and Warwick Volunteers staff team to keep them up to date with progress and inform them of any issues.
- Complete a risk assessment and volunteer brief with support from Warwick Volunteers.
- Create spreadsheets to track volunteer attendance.
- Maintain regular communication with the Warwick Volunteers staff team to keep them up to date with progress and inform them of any issues.
- Gain feedback and quotes from volunteers, participants, and community partners.
- Prepare a handover for the new Project Leaders.
- Actively uphold Warwick Volunteers policies and procedures.

All Project Leaders will receive ongoing support and guidance from Warwick Volunteers and will work alongside a designated staff member.