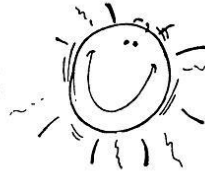


Warwick Volunteers



Cheylesmore Good Neighbours Project Leader

Cheylesmore Good Neighbours support older people in Coventry who are lonely and provide an environment where they can chat with others in addition to enjoying talks and other activities. Student volunteers run IT sessions to help these individuals learn more about new technology and teach them the basics, so they feel more confident and able to keep up to date in the modern world. **Sessions have been held online over the last year and will continue in this format until it's safe to resume in-person activities.**

Roles & Responsibilities:

- Promote the project and actively recruit volunteers. Including updating the project webpage and creating publicity resources as required.
- Work with Cheylesmore Good Neighbours to organise and lead introductory meetings and volunteering sessions.
- Review and update the project risk assessment and volunteer brief with support from Warwick Volunteers.
- Organise volunteer transport and travel arrangements (when in-person sessions resume).
- Maintain regular communication with volunteers and support as required.
- Maintain good relations and active communication with Cheylesmore Good Neighbours and the Warwick Volunteers staff team to keep them up to date with progress and inform them of any issues.
- Create a spreadsheet to record activities and volunteer/ participant attendance.
- 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.