

Warwick Volunteers



Crafting Happiness Project Leader

Crafting Happiness volunteers produce crafts to support a variety of charities. Such as cards and letters to send to seriously ill children, and craft kits to distribute to patients in hospital. The aim is to improve the wellbeing of patients and provide an opportunity for volunteers to get creative.

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.
- Review and update the project risk assessment and volunteer brief with support from Warwick Volunteers.
- Organise and run sessions.
- Manage a project budget and organise session resources.
- Maintain regular communication with volunteers and support as required.
- Create a spreadsheet to record activities and volunteer attendance.
- Manage social media accounts.
- Maintain regular communication with Warwick Volunteers and community partners 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.