

# Warwick Volunteers



## Friends of Canley Green Spaces Project Leader

Friends of Canley Green Spaces is led by local resident Michael Wileman, working to care for, protect and promote the green spaces of Canley, Westwood and Cannon Park. Activities include planting spring bulbs, creating wildflower meadows, uprooting Himalayan Balsam (an invasive species) and woodland management.

Volunteer days are usually held on Saturdays from 10.30am -2.00pm. There is flexibility to hold sessions on different days and times.

You can view photos of past volunteering activities at:

[Friends of Canley Green Spaces | Flickr](#)

## Roles & Responsibilities:

- Promote the project and actively recruit volunteers. Including updating the project webpage
- and creating publicity resources as required.
- Liaise with Friends of Canley Green Spaces to arrange regular sessions throughout the year.
- Update volunteers with all the relevant information prior to the volunteer activity
- Manage a project budget.
- Recruit and train a small team of Session Leaders to help support volunteer activities.
- Organise resources for each session.
- Create a spreadsheet to record activities and volunteer attendance.
- Review and update the project risk assessment and volunteer brief with support from
- Warwick Volunteers and Friends of Canley Green Spaces.
- 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 and community partners.
- Prepare a handover for the new Project Leaders.
- Actively uphold Warwick Volunteers policies and procedures
- Applicants must be available to volunteer 3 Saturdays a term and available to volunteer during the week too (days and times flexible)

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