

Warwick Volunteers



Kenilworth Phab Project Leader

Kenilworth Phab is a weekly opportunity for disabled and non-disabled adults to meet socially to enjoy a variety of activities in an environment of equality and integration. The group takes part in a wide range of activities, which includes: pub nights, ten-pin bowling, arts & crafts, sports, music & dancing, and themed student-led nights. **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 Kenilworth Phab to organise volunteer inductions.
- Maintain regular communication with student volunteers and support as required.
- Create a spreadsheet to record activities and volunteer attendance.
- Maintain regular communication with Kenilworth Phab and Warwick Volunteers staff team to keep them up to date with progress and inform them of any issues.
- Organise transport and travel arrangements for student volunteers (when in-person sessions resume).
- Weekly sessions are organised by Kenilworth Phab, but there is an opportunity for Project Leaders or volunteers to deliver sessions or liaise with Clubs and Societies to arrange student-led activities.
- Manage a project budget and organise session resources for any student-led activities.
- Complete risk assessments and volunteer briefs for any student-led activities.
- Gain feedback from student volunteers, participants and community partners.
- Prepare handover resources for the new Project Leaders.
- The Kenilworth Phab Management Committee meets bimonthly and invites Project Leaders to join if their timetable allows.
- Actively uphold Kenilworth Phab and 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.