

# Warwick Volunteers



## **Community Crafters Project Leader**

Community Crafter volunteers run free creative crafty activities for local people. Usually held at local community centres we currently have a link with Canley Community Centre and are looking to work in more centres in Coventry, Kenilworth and Leamington.

### **Roles & Responsibilities:**

- Promote the project and actively recruit volunteers. Including updating the project webpage and creating publicity resources as required.
  - Recruit and train a small team of Session Leaders to help support volunteer activities
  - Review and update the project risk assessment and volunteer brief with support from Warwick Volunteers.
  - Develop, 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 to keep them up to date with progress and inform them of any issues.
  - Liase with community partners to arrange sessions.
  - 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.
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- 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.**

