



Warwick Volunteers Student Executive Committee

The Warwick Volunteers Student Exec Committee are a group of 6 individuals that closely collaborate to represent students in the volunteering space. The entire committee share a strong passion for volunteering and seek to share this with everyone involved with or potentially interested in volunteering. They work in tandem with the Warwick Volunteers Staff and Project Leaders for our 60+ projects, as well as with members of the community and University staff members from: Widening Participation, Student Opportunity and beyond.

Project Leader Support Officer

A Project Leader Support Officer has a wide variety of responsibilities that primarily centre around being the point of coordination between all student volunteers leading their own projects through Warwick Volunteers and cooperating with WV staff. The position has some mandatory responsibilities such as working on the WV strategy, organising events catch up with project leaders and meeting with WV staff members but there is also plenty of room to approach the role with some creativity and adapt it how you see fit such as creating extra resources focused on a particular area or running different social events. You also get involved with the rest of the executive committee, to help out with any of their ideas going forward where appropriate.

Roles and Responsibilities

- Maintaining close communication with the project leaders, being an open channel for them and having a friendly approach
- Regularly meeting with the Volunteer Development Coordinators to discuss projects and what resources would be beneficial to project leaders, as well as developing resources
- Collaborating with the staff members to work on the WV strategy, giving a student perspective.
- Organising and hosting regular events specifically for project leaders to gauge how their projects are going and how support could be provided, as well as providing a space for project leaders to interact with one another
- Encouraging Project Leaders to find ways to share their experiences, stories and the benefits of their project
- Attending the training weekend for project leaders and taking a role in helping to prepare and deliver this to best prepare them for their roles
- Representing WV to volunteers, at any/all relevant events run by WV for example attending social events and attending fairs during welcome week
- Preparing handovers for incoming exec & helping to settle into the role

Role Suitability

- *A passion and love for volunteering above all else!*
- *Time management & organisational skills* – many projects to simultaneously support at the same time as working on strategy
- *Teamwork & communication* – working closely with exec and staff members mean that you will need tight communication and co-ordination

- *Sense of initiative* – Many tasks and ideas that come from WV are formulated as part of a leadership group that you will be a part of
- *Commitment* – WV works to a 5-year strategy that you will be part of executing
- *Agility* – in the wake of COVID, volunteering has taken a new dynamic shape, which any exec member will have to adapt to

Time Commitment

Being a leadership position, the role of Project Leader Support Officer requires moderate time commitment. A primary use of your time will be attending meetings with staff, representing the student perspective, and attending events with project leaders to get to know what they need from you and offer advice. A knowledge of what it is like to be a project leader, for example having held the role yourself, is beneficial.

Currently, every other week there is an hour-long meeting with Volunteer Development Coordinators. We try to run hour long events for project leaders in the other weeks. On top of this there are sometimes additional meetings with staff to discuss strategy and then some time on top of that creating resources or executing strategy. As with most roles, some weeks are certainly busier than others.

Support

You will always have the support of the WV staff in many administrative tasks; do not hesitate to ask! Knowing the staff and what their role is helps. You will particularly work closely with the Volunteer Development Coordinators and get to know them well. In this role, you also will have the support of the other Project Leader Support Officer so are not working alone at all. As part of the exec, you will work together closely on many projects, and this too will form a mutual support system.