

Warwick Volunteers



Canley Chit Chat Project Leader

Established by the Canley Community centre manager, Anna-Marie Corbett, Canley Chit Chat has a growing membership. It supports residents over 50, who might be feeling socially isolated, and lonely. The group does a varied variety of arts and crafts. Volunteers socialise with the group, serve hot drinks and refreshments and help with set up and clearing away.

Roles & Responsibilities:

- Promote the project and actively recruit volunteers. Including updating the project profile and creating publicity resources as required.
- Review and update the project risk assessment and volunteer brief with support from Warwick Volunteers.
- Support sessions.
- Manage a project budget and organise session resources.
- Maintain regular communication with volunteers and support as required.
- Maintain records of 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.