

# Warwick Volunteers



## **Canley Library Garden Project Leader**

Canley Library Garden is led by local resident Dr Nor Aziz. The project was started to create a community that takes notice of the place where they live, work, learn and play and to foster a sense of belonging. By connecting people with nature we hope to enhance their health and wellbeing and spark their enthusiasm to take pride in what they are doing in the community.

Activities include weeding beds, clearing litter, planting flowers, bulbs and vegetables.

### **Roles & Responsibilities:**

- Promote the project and actively recruit volunteers. Including updating the project webpage and creating publicity resources as required.
- Liaise with Dr Nor Aziz to arrange regular sessions and develop plans for the garden throughout the year.
- Liaise with Canley Library staff about the project as it is developing and future plans
- Update volunteers with all the relevant information prior to the volunteer activity.
- Manage a project budget.
- 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
- 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.
- Willing to attend training (First Aider etc)

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