

Warwick Volunteers

Canley Youth Group Project Leader

Established by the Canley Community centre manager, Anna-Marie Corbett, working in collaboration with Guiding Young Minds, Canley Youth Club has a growing membership. The club supports young peoples from ages 6-16 (ages 4-5 if accompanied by parent) providing them with fun activities and helping them to make new friends. The group runs a variety activities, arts and crafts. Volunteers support activities 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.
- Supervise young people and encourage a warm friendly and safe environment.
- Ensure enough volunteers can attend each session.
- Liaise with Anna-Marie Corbett (Canley Community Centre Manager) regarding the activities planned for each session.
- Mentoring, coaching and supporting individuals, encouraging young people to develop their self-awareness, independence and individuality
- Review and update the project risk assessment and volunteer brief with support from Warwick Volunteers.
- Organise fun trips for the young people to visit campus and local attractions.
- Manage a project budget and organise session resources.
- Maintain regular communication with volunteers and support as required.
- Maintain records of activities and volunteer attendance.
- 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.
- Recruit and prepare a handover for the new Project Leaders.
- Recruit and train a Postgraduate Student Leader to support the project.
- Actively uphold Warwick Volunteers policies and procedures.

Safeguarding Statement We expect all volunteers to share our commitment to maintaining a culture of vigilance, and believe that all staff, volunteers and partners have a responsibility to report any concerns about the welfare of any child, young person or adult at risk.

Requirements

An enhanced DBS check and (Certificate of Good Conduct if applicable)

Complete Child protection training (1 hour online)

Complete First Aid training (1 hour online)

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