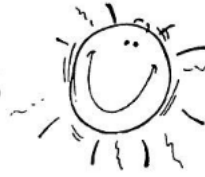


# Warwick Volunteers



## **Community Chit Chat Project Leader**

Community Chit Chat aims to connect older and younger generations to help ease loneliness and isolation by organising visits to Canley Community Centre and Coundon Care Seniors Club. Volunteers socialise with older members and support with activities.

### **Roles & Responsibilities**

- Promote the project and actively recruit volunteers. Including updating the volunteering portal and creating publicity resources as required.
- Liaise with community partners to schedule volunteering sessions.
- Organise and lead sessions.
- Maintain regular communication with volunteers and support as required.
- Review and update the project risk assessment and volunteer brief with support from Warwick Volunteers.
- Manage a project budget and organise session resources.
- Maintain records of activities and volunteer attendance.
- Manage social media accounts and create content.
- Maintain regular communication with community partners and Warwick Volunteers staff to update on 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 and Session Leaders.
- Recruit and induct new Student Leaders, including Postgraduate Session Leaders.
- Actively uphold Warwick Volunteers policies and procedures.

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