

Warwick Volunteers



Crafting Happiness Project Leader

Crafting Happiness volunteers produce crafts to support a variety of charities. Such as cards and letters to send to seriously ill children, and craft kits to distribute to charities and asylum organisations. The aim is to improve the wellbeing of wider Warwickshire community and provide an opportunity for volunteers to get creative.

Roles & Responsibilities:

- Promote the project and actively recruit volunteers. Including updating the Volunteering Portal, attending the Volunteering Fair and creating publicity resources as required.
- Review and update the project risk assessment and volunteer briefs with support from Warwick Volunteers.
- Build and maintain relationships with community organisations to source session activities.
- Organise and run volunteering sessions.
- Manage a project budget and organise resources.
- Maintain regular communication with volunteers and support as required.
- Update project and volunteer records via the Volunteering Portal and shared project folder.
- 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.