

Kenilworth Phab Project Leader

Kenilworth Phab is a weekly opportunity for disabled and non-disabled adults to meet socially to enjoy a variety of activities in an environment of equality and integration. The group meets every Wednesday from 7.00pm-9.00pm in various locations in Kenilworth and Warwickshire area. They organise a wide range of activities, which includes pub nights, ten-pin bowling, crafts, music, dancing, and themed student-led nights. Project Leaders attend the club nights with student volunteers and support as required. Typical volunteer tasks include chatting to members and joining activities.

Roles & Responsibilities:

- Promote the project and actively recruit volunteers. Including updating the Volunteering Portal and creating publicity resources as required.
- Liaise with Kenilworth Phab to arrange volunteer attendance at club nights throughout the year.
- Update volunteers with all the relevant information prior to the volunteering sessions, maintain regular communication and support as required.
- Organise transport and travel arrangements for volunteers.
- Attend sessions and support volunteers. Applicants must be available on Wednesday evenings to travel with volunteers and attend club nights. Project Leaders can organise attendance on a rota basis.
- Weekly sessions are organised by Kenilworth Phab but there is an opportunity for Project Leaders and volunteers to deliver sessions or liaise with Clubs and Societies to arrange student-led activities.
- Manage a project budget.
- Update project and volunteer records in shared folders and on the Volunteering Portal.
- Review and update the project risk assessment and volunteer brief with support from Warwick Volunteers staff.
- Maintain regular communication with the Warwick Volunteers staff team 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 and Community Partner policies and procedures.

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