

Warwick Volunteers



Postcards of Kindness Project Leader

Postcards of Kindness is an initiative that asks people to write and send postcards to residents of care homes. And while it's a small gesture, the resulting deliveries bring a great deal of joy and spark lively conversations among the older people who receive them.

Sessions are held on campus where student volunteers can design and create postcards and cards and write messages or letters to send to older people across the country. The aim is to improve the wellbeing of participants and provide an opportunity for volunteers to get creative.

Roles & Responsibilities

- Promote the project and actively recruit volunteers. Including updating the Volunteering Portal and creating publicity resources as required.
- Review and update the project risk assessment and volunteer briefs with support from Warwick Volunteers.
- Manage engagement with the national Postcards of Kindness group.
- 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 to keep them up to date with progress and inform them of any issues.
- Gain feedback from volunteers.
- Prepare a handover for the new Student 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 will work alongside a designated staff member.