

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.

This is a brand-new opportunity for the 2024-25 academic year. We are looking for creative, proactive and enthusiastic volunteers to join the Student Leader team to help develop this project and run group volunteering sessions. Sessions will be held on campus, and volunteers can design and create postcards/ cards and write messages or letters to send to older people living across the country. The project aims to improve the wellbeing of residents and provide an opportunity for volunteers to get creative.

Session dates and times can be agreed with the new Student Leader team but applicants must have sufficient availability to run in-person activities on campus (particularly Wednesday afternoons or weekday late afternoons/ early evenings).

You can find out more about Postcards of Kindness by joining their [Facebook Group](#).

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 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.