

Warwick Volunteers



Willowbrook Chit Chat Project Leader

Willowbrook Chit Chat aims to connect older and younger generations to help ease loneliness and isolation by organising visits to Willowbrook Retirement Village. Volunteers socialise with residents, serve drinks and refreshments and organise games and activities.

Roles & Responsibilities

- Promote the project and actively recruit volunteers. Including, updating the project profile and creating publicity resources as required.
- Organise and lead sessions with support from Willowbrook staff.
- 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.
- 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.