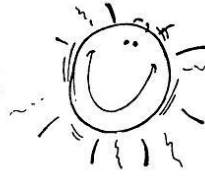


Warwick Volunteers



Postcards of Kindness Session 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:

- Support Project Leaders to promote the project and actively recruit volunteers. Including updating the Volunteering Portal and creating publicity resources as required.
- Work with Project Leaders to prepare sessions, activities, sign-up forms and resources.
- Run volunteering sessions, which includes: collecting resources, setting up the room, briefing, supervising, and supporting volunteers, clearing up and packing away resources.
- Support Project Leaders to maintain regular communication with volunteers e.g. sending session information, reminder and thank you emails to volunteers.
- Support Project Leaders to manage social media accounts and create content.
- Maintain regular communication with Project Leaders to provide feedback and inform them of any issues.
- Read and review the project risk assessment and volunteer brief.
- Update records of activities and volunteer attendance as required.
- Work with Project Leaders to prepare handover resources for new Student Leaders.
- Actively uphold Warwick Volunteers policies and procedures.

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