

Student-Led Volunteering Project Committee

Starting your own Student Led Volunteering Project is exciting and rewarding. By being the Project Lead or taking on a position within the committee, the success of the project is down to you.

<p>Role: Project Leader</p> <p>The project leader is the main spokesperson for the Student Led Volunteering project (SLVP), taking responsibility for managing the committee and the affairs of the project. The project lead ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed and effective decisions taken, communicated and enacted.</p>	
<p>Time Commitment: Varying throughout the year with an average of 5-10 hours a week</p>	<p>Responsible to: Your student led volunteering project (SLVP) committee members, VP Student Activities (VPSA) and volunteers with your SLVP</p>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Be the first point of contact for the SLVP, taking responsibility for leading the SLVP and for building and maintaining the SLVP's reputation • Recruiting and retaining volunteers and promoting your projects via social media etc. • Be a positive representative of the Students' Union and the University of Worcester • Communicate regularly with the VPSA and relevant Students' Union members of staff. • Attend meetings with the Students' Union and/or the University, including committee training, one-to-one meetings and group meetings with other SLVP's. • Coordinate the committee, ensuring that volunteers undertake their role in an efficient and effective manner • Take the lead on communicating with volunteers and ensuring that volunteers have the opportunity to communicate back • Working with the treasurer to budget for your project and ensure it stays within budget. Creating a plan where the project funds are collected and spent properly, in the best interests of the project. • Plan for recruitment and renewal of the committee • Ensuring health and safety guidance is followed and relevant risk assessments are submitted to the SU 	
<p>Ideal personal qualities:</p> <ul style="list-style-type: none"> • Strong leadership skills • Reliable and prepared to make the required regular time commitment to develop your own project • Willingness to learn • Good listening skills, written and verbal communication skills • Good at time-keeping and good organisational skills • Excellent discipline • Creativity, innovation and problem-solving skills • Tact, diplomacy and good negotiating skills 	
<p>Opportunity:</p> <ul style="list-style-type: none"> • A unique opportunity to create and organise your own project • To be engaged with the Students' Union • To make sure events and activities are well planned and be the face of your project 	<p>Benefits:</p> <ul style="list-style-type: none"> • Gain a wide range of practical skills that will make you more employable • Practical experience of organising and managing a group of volunteers • Relevant training/on-going personal development • Qualify towards the Worcester Award and V Record.
<p>Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • Communication skills - conveying intended meanings from one entity or group to another • Organisation skills – be clear on what you do and gain how to make sure all aspects are taken care off • Teamwork – you will be working collaboratively with a group of people in order to achieve a goal • Leadership skills – as Chair you will learn how to lead a group of individuals 	

Role: Treasurer The treasurer acts as the Student Led Volunteering Project's (SLVP) finance manager and has ultimate responsibility for ensuring that the SLVP's financial matters run smoothly.	
Time Commitment: Varying throughout the year with an average of 5-10 hours a week	Responsible to: Your student led volunteering project (SLVP) committee members, VP Student Activities (VPSA) and volunteers with your SLVP
Duties & Responsibilities <ul style="list-style-type: none"> • Take responsibility for the finances of the SLVP, with support from the Students' Union's Finance Team • Take the lead on identifying potential sources of income, including fundraising activities, sponsorship opportunities and grant applications. • Deal efficiently and effectively with all invoices and bills • Keep up-to-date records of all financial transactions • Ensure that funds are spent properly • Issue receipts and record all money received • Ensure that only authorised signatories are permitted to withdraw funds from club/society accounts • Working with the project lead to budget for your project and ensure it stays within budget. Creating a plan where the project funds are collected and spent properly, in the best interests of the project. • Supporting the rest of the committee to recruit volunteers and promote your projects via social media etc. • Supporting the rest of the committee to plan for recruitment and renewal of the committee 	
Ideal qualities and skills <ul style="list-style-type: none"> • Reliable and prepared to make the required regular time commitments • Enthusiasm for the role • Honesty and integrity • Willingness to take responsibility and accept accountability • Confident with numbers and good attention to detail • Good organisational skills, written and verbal communication skills • Ability to keep accurate records 	
Opportunity: <ul style="list-style-type: none"> • A unique opportunity to create and organise your own project • To be engaged with the Students' Union • To make sure events and activities are well planned and be the face of your project 	Benefits: <ul style="list-style-type: none"> • Gain a wide range of practical skills and experience that will make you more employable • Relevant training/on-going personal development • Qualify towards the Worcester Award and V Record
Skills gained: Participating in this opportunity will enable you to develop and practice the following skills: <ul style="list-style-type: none"> • Communication skills - conveying intended meanings from one entity or group to another • Organisation skills – be clear on what you do and gain how to make sure all aspects are taken care off • Teamwork – you will be working collaboratively with a group of people in order to achieve a goal. 	

<p>Role: Secretary (Or Vice Project Lead)</p> <p>The secretary of the Student Led Volunteering Project (SLVP) is the key information and reference point for the Project Lead, committee members and volunteers as well as the named contact for communications with the Students' Union, University and community organisations.</p>	
<p>Time Commitment: Varying throughout the year with an average of 5-10 hours a week</p>	<p>Responsible to: Your student led volunteering project (SLVP) committee members, VP Student Activities (VPSA) and volunteers with your SLVP</p>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Liaise with the chair to plan meetings, compile agendas and circulate agendas, reports and minutes to committee members • Keep up-to-date details of key external contacts, such as community organisations, charity partners, and University facilities etc. • Ensure that accurate records of the SLVP's activities are kept, including meetings and events • Communicate regularly and efficiently with the Students' Union, including keeping the relevant members of SU Staff informed of activities. • Deal with correspondence to and from the SLVP and maintain and update the SLVP's mini-site on the SU's website • Take responsibility for ensuring that the SLVP's equipment and materials is safely and securely stored and is maintained in an appropriate manner • Work with the rest of the committee to ensure the SLVP have the correct social media channels which are kept up to date with content and to promote your project/events/activities/recruit volunteers • Supporting the rest of the committee to plan for recruitment and renewal of the committee • Ensuring health and safety guidance is followed and relevant risk assessments are submitted to the SU 	
<p>Ideal qualities and skills:</p> <ul style="list-style-type: none"> • Reliable and prepared to make the required regular time commitments • Excellent communication skills and good attention to detail • Willingness to take responsibility and accept accountability • Good organisational skills, the ability to ensure others are well organised and keep accurate records • Good IT skills and ability to use electronic communication methods effectively • Ability to delegate where appropriate 	
<p>Opportunity:</p> <ul style="list-style-type: none"> • A unique opportunity to create and organise your own project • To be engaged with the Students' Union • To make sure events and activities are well planned and be the face of your project 	<p>Benefits:</p> <ul style="list-style-type: none"> • Gain a wide range of practical skills and experience that will make you more employable • Relevant training/on-going personal development • Qualify towards the Worcester Award and V Record
<p>Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • Communication skills - conveying intended meanings from one entity or group to another • Organisation skills – be clear on what you do and gain how to make sure all aspects are taken care off • Teamwork – you will be working collaboratively with a group of people in order to achieve a goal. 	