

LEAD VOLUNTEER ROLE

SUMMARY

SVC currently manages a variety of different projects. These projects have been set up over the years by past volunteers. Following the COVID-19 pandemic we have ceased the majority of our face to face activities, therefore SVC are currently running predominantly digital projects. Every project supports disadvantaged people across the local community and works with different groups of beneficiaries, including - people with mental health conditions, children and adults with learning and physical disabilities, people experiencing homelessness, young carers and older people.

LEAD VOLUNTEER SKILLS

Becoming a Lead Volunteer is a fantastic opportunity to develop transferable skills, and prepare for your future employability.

These skills include:

-  - Communication
-  - Leadership
-  - Project Management
-  - Interpersonal
-  - Initiative
-  - Teamwork
-  - Finance
-  - Time Management
-  - Empathy

ROLE

The role of a Lead Volunteer is varied and each project differs, however each Lead Volunteer must fulfil a number of key responsibilities.

Attend Lead Volunteer Training (Digital)

Volunteers will receive all the training they need to get started. Training will differ depending on the project.

Check Volunteer Administration (Project Specific) (Digital)

We encourage Lead Volunteers to get involved in our volunteer administration - where appropriate. This will be discussed in detail with your staff member.

Lead your Volunteers (Digital)

This is now when you will coordinate the project, ensuring volunteers know when and where they are volunteering. Your main role throughout the academic year is to ensure your volunteers are happy within their roles. Additionally, to ensure that the organisations SVC works with through your project are also pleased with how the project is running. If you get stuck, or have any problems which you are uncertain about then come and talk to your SVC staff member, they will be happy to help and are always on hand. As a Lead Volunteer you are also responsible for liaising with SVC staff, the organisation/s your project works with and the Board of Trustees as well as your volunteers.

Attend SVC Supervisions (Digital)

Your SVC staff member will meet with you several times throughout the year to undertake a supervision. This is just a chance for you to tell us all about the project, what's going well and any concerns you may have.

Monitor Volunteer Attendance (Digital)

It is your responsibility to monitor the attendance of your volunteers, if there are too many and you need help to look at easier ways to record this then contact your SVC staff member and they will help you to look at ways to monitor and record volunteer participation.

Attend Events, Fundraisers, Socials (Digital)

As a Lead Volunteer you will be expected to, whenever possible, attend some of the events and socials arranged by the Charity. These are a great way to get involved with fundraising, but also a fun way to catch up with other Lead Volunteers and volunteers. As a Lead Volunteer part of your role will be to generate a sense of community amongst your volunteers and attending socials is a great way to do this! We want Lead Volunteers to represent SVC as a whole- not just one project.

Attend SVC's Annual General Meeting (AGM) - Spring 2021 (Digital)

As a Lead Volunteer, it is compulsory that you attend the AGM as a representative of the SVC project you will be leading. The event lasts for 2-3 hours and is organised for a weekday evening, usually before the Easter break.

Project Takeover (Digital)

Once a year, as Lead volunteer, you will be required to take part in a Project Takeover for a session inline with your project. This will include taking some photos and/ or videos of your project and sending some relevant text for SVC's social media pages. This will be covered in detail in your Lead Volunteer training.

Lead Volunteer Responsibility of Project (Digital)

The main thing to remember is that you will be expected to do a lot more than just attend your project sessions. While SVC staff are here to help and guide you whenever needed, we want Lead Volunteers to take real ownership and responsibility over their project.