Roles and Responsibilities of Project Leaders

As a student-led organisation, project leaders are key to the successful running of SCA’s volunteer projects. You are responsible for all aspects of your project, with full support from the SCA staff team.

The role of project leader includes:

Volunteer recruitment and management;

* Recruitment of volunteers to your project
* Answering questions from prospective volunteers promptly and effectively
* Ensuring that all volunteers have attended an SCA induction session, registered on the Upshot database and, where necessary, completed a DBS check.
* Ensuring that all volunteers understand their role and Durham University policies and procedures before they begin volunteering
* To be in regular contact with all of your volunteers, providing support and advice to ensure they have a positive volunteering experience
* Ensuring that information about your project is kept up-to-date and that copies are held in the SCA office
* Running training sessions for your volunteers as required

Session planning

* Planning sessions for your project, including booking venues, activities, and transport as necessary
* Liaising with your partner organisation or service users

Health and Safety;

* Making sure that a risk assessment has been completed for your project and any additional activities undertaken (The risk assessment must be cleared by a member of SCA staff before your activity).
* Reporting any incidents that occur on your project to SCA staff

Financial Management;

* Keeping track of any budgets or funding associated with your project

Monitoring and Evaluation of the project;

* Maintaining up-to-date accurate records of who is volunteering on your project and how many hours they volunteer by using the Upshot database.
* Gathering feedback from volunteers and the partner organisation on a regular basis to assess the impact of the project and the benefits gained by both the volunteers and organisations

General

* Attend appropriate training for you project, including training residential and any other necessary training.
* Attend relevant SCA meetings including termly chair meetings, 1-1 meetings with SCA staff and SCA AGM
* Produce handover document for incoming project leader and facilitate transition during Easter term.