

The Project Leader Role

About the position

Royal Holloway Volunteering has 17 student-led “Social Action Projects” and each of these projects are led by 2-3 Project Leaders. The student leader roles are a way for you to help lead your own project, making it your own and using it to develop your skills while making a genuine impact. We hope that you will find this role rewarding and we look forward to seeing what you can do!

How long does the role last?

The Project Leader positions are for one complete academic year and begin in June each year.

What are the role’s responsibilities?

While every one of our student-led projects is different, some core responsibilities are shared across all Project Leaders. This means as a project leader you will be getting involved in the following activities over the course of your year.

- Liaising with community partners and local groups
- Communicating with service users
- Organising activity sessions for your project
- Coordinating project resources
- Applying for funding to support new activities
- Recruiting volunteers for your project
- Attending volunteer fairs and festivals to recruit volunteers
- Developing your skills through project training sessions
- Budgeting and developing plans for your project
- Submitting risk assessments and being responsible for volunteer safety on the project
- Managing your project’s social media presence and using it to engage with volunteers
- Managing your project’s account on our online platform, utilising the platform to create opportunities and recruit volunteers
- Monitoring the project’s email account and answering queries from students
- Working with Hub Assistants to create digital advertising and blogs for your project
- Attending weekly office hours to talk to staff about your project

What do you expect from a leader?

Our leadership roles are designed to be flexible, so there are no “set hours” that you need to complete over the course of the term. We have some events that are required for all student leaders and these include:

- Our Festival of Volunteering
- Weekly office hours at the Volunteering Hub to plan initiatives and talk to staff (one hour per week during term time)
- Volunteering leader training (three days at the beginning of the role, then 8 hours of training spread over the rest of the year)
- Our Social Action Showcase taking place in Spring term

Generally we expect our leaders to be responsive and to communicate with the team. This might include letting us know when you are having challenges or responding to additional requests for volunteering support.

What will I get out of the experience?

The Royal Holloway Volunteering Project Leader position is unpaid, but you will be able to use the role to get a number of great benefits. While it is up to you to make the most of your position, students undertaking a role are usually able to gain:

- Leadership, confidence and teamwork skills
- Training that will help you stand out from the crowd when you leave Royal Holloway
- Experience working with different people including charity partners, volunteers, Royal Holloway staff and members of the community
- Eight hours of accredited Continued Professional Development training from our training partner Mobile Team Challenge
- Branded volunteering clothing
- A chance to be involved with national initiatives and international campaigns
- Invitations to exclusive talks from Royal Holloway alumni
- Ongoing support from the Royal Holloway Volunteering staff team
- Inclusion into an active and friendly team and invitation to exclusive team events
- Certificates of your involvement and a record of the number of volunteering hours that you have completed

We believe that getting involved as a student leader is one of the best things you can do while you are Royal Holloway. Over twenty years hundreds of students have taken part in our leadership programme and have used it to develop their skills, meet new people and make a difference in the community.

Many of our student-led projects have been running for a number of years, and while the staff team can tell you things that have worked in the past, the project will ultimately be yours to lead. We ask that you take this responsibility seriously and we hope that you will have a fantastic time leading one of our projects!