

Havering Library Service – Volunteer role

Title of role
Event Assistant
Purpose of role
The purpose of this role is to work in partnership with Library staff to deliver events and activities in libraries for both adults and children, for example, Baby Bounce, In Stitches, author talks etc.
Main activities / tasks
<ul style="list-style-type: none"> • Liaising with the Library Manager and Event Leader about Library events • Contacting Library members with information about Library events • Setting up and clearing away the area or room used in the Library • Helping to promote the events • Recording attendance
Skills and Experience required / desired
<ul style="list-style-type: none"> • Good communication and listening skills • Confident and happy to get involved with lots of different events and activities with people of all ages and backgrounds • Be flexible and able to help on a regular basis • Ability to work without supervision • Reliable and responsible
What's in it for me?
<ul style="list-style-type: none"> • Demonstrate or boost communication skills and confidence • Training and experience which may help you to gain employment in the future • Valuable experience to put on your CV • Inspire others and put your skills to good use

- The opportunity to meet new people and work as a team
- Use or develop organisation and planning skills

Training

A comprehensive induction with on-going training and support will be provided. Support available will include the opportunity to shadow and observe colleagues in the role.

Availability / Commitment

This role can be carried out at a flexible time to suit you during library opening hours. We ask for a minimum commitment of 3 hours per week but are open to negotiation in exceptional circumstances.

Location

This opportunity is available across all Havering Libraries.

Main point of contact/supervisor

Relevant Library Manager

Other information

If the volunteer is comfortable and happy to do so, there may be times when the volunteer is asked to cover other volunteering roles. This will be discussed with volunteers prior to the start date.

All volunteers are required to undergo a Disclosure & Barring Service check, formerly CRB check (which the Council would arrange), and to provide references.