

Library Events Assistant - Adults (Perivale)

Ealing Libraries

Description :

Help library staff prepare and run activities and events, such as local history talks and talks by authors, to include:

- Meeting and greeting visitors
- Assisting any visitors with special needs
- Handing out materials and distributing publicity materials
- Preparing refreshments and distributing them
- Assisting with setting up audiovisual equipments
- Assisting with sales and publications at events
- Arranging furniture, setting out chairs and tables (if you can)
- Giving out feedback and monitoring forms
- Helping to clear up after the event

Organisation Description :

Libraries contribute to raising achievement of children, young people and adults, promote community cohesion and civic pride; and the overall quality of life and general well-being of local communities. The library and local history service offers universal services to all ages. Library services are delivered through 14 fixed sites including a library at Ealing Hospital and a housebound and mobile library service.

When Required :

Tue Day Thurs AM/PM Fri AM Tue, Thurs Eve Sat Day
Commitment: Part Time

Areas of Interest :

Art and Culture, Education and Literacy

Types of Activity :

Advice, Information and Support, Community Work, General and Helping, Local Events

Skills and Qualifications :

- Ability to communicate well with adults
- Good interpersonal skills
- Ability to move and arrange furniture and prepare area desirable, though not essential
- Flexible and adaptable outlook

Additional/Specific Suitabilities :

Olympics inspired, 18-25 year olds

Age/Gender Restrictions:

18+

Disabled Access:	There is disabled access by ramp from street level to main entrance but there is no disabled toilet
Equal Opportunities Policy:	Yes
Expenses:	Yes
Induction:	Yes
Insurance Cover:	Yes
References will be required :	Yes
Support on offer:	Yes
Training:	Briefing session prior to each event. If you help move furniture you'll need to attend a manual handling course

Directions :

Closest Tube station is Perivale (Central Line). Closest mainline station is South Greenford. From Perivale Station - leave the station onto Horsenden lane and turn right. Walk for approx. 300 metres and the library is on your right hand side. From South Greenford Station - leave station and follow Leaver Gardens (500 metres) to Westway (A40)/Greenford Road junction. Follow Westway eastwards towards central London. Take first exit B456 (Teignmouth Gardens), and turn left onto Horsenden Lane. Library is approx. 600 metres along Horsenden Lane on right hand side. Bus routes - 297 stops outside the library.

Recruitment Method :

Informal Discussion, Other, References, Trial Period

Contact Information :

Contact:

Vipon Thakur
Horsenden Lane South
Perivale
Greenford
UB6 7NT
Tel: 020 8825 7273
Email: vthakur@ealing.gov.uk
Web: www.ealing.gov.uk/libraries

Alternatively contact:

Ealing Volunteer Centre
Freeport RRHJ-SACZ-HTGG
Ealing Community & Voluntary Service
Lido Centre, 63 Mattock Lane
West Ealing, London
W13 9LA
Tel: 0800 652 3183
Email: do-it@ealingcvs.org.uk
Web: www.ealingcvs.org.uk

Details valid from Wed Apr 2010 to Sat Jun 2012