



Volunteer Centre Enfield
at Enfield Voluntary Action
COMMUNITY HOUSE
311 FORE STREET
EDMONTON, LONDON, N90PZ

PHONE : 020 8373 6348

FAX : 020 8373 6267

EMAIL : volunteering@enfieldva.org.uk

WEBSITE : www.enfieldva.org.uk/volunteering

Volunteering Organisation Registration Form

Name of the organisation: London Borough of Enfield: Libraries & Museum Service

Address:
Enfield Town Library, 66 Church Street, Enfield

Postcode:
EN2 6AX

If registered, Charity No:

Tel No: 020 8379 1000

Fax: n/a

e-mail:

Website: <http://www.enfield.gov.uk/info/200046/libraries>

Directions (to organisation's address)

Geographical Area (relevant area for organisation's activities e.g. Enfield, Edmonton...) Borough of Enfield

Contact at the Organisation

Title (Mr, Ms, Mrs...): Mrs	First Name: Gemma
Surname: Panayi	Job Title: Outreach Officer
Tel: 020 8379 8321	Fax: 080 8379 8331
e-mail: gemma.panayi@enfield.gov.uk	Website: as above

Mission Statement for Organisation

Enfield Libraries and Museum Service is a department within Enfield Council. The vision of Enfield Council is '*to make Enfield a better place to live and work*'. Underpinning this commitment we have a number of priorities, the delivery of which will contribute to improving the quality of life for all residents in the borough. Our three main aims are:-

- Fairness for All
- Growth & Sustainability
- Stronger Communities

The Library and Museum Service works towards achieving all these aims through ensuring that all services delivered reflect, and are what, the local communities within the Borough of Enfield want. Also by encouraging communities to engage with all Council Services by being at the heart of the local community. For more details please see

http://www.enfield.gov.uk/site/scripts/home_info.php?homepageID=102

Activities of the Organisation

Enfield Council has 16 libraries within the London Borough of Enfield with 99% of the local population living within 1 mile of a static site; there is also a mobile library which visits communities outside of these 1 mile catchment areas. The core library service is the lending of books and audio visual items and the provision of information either in hard copy or electronically (available on www.enfield.gov.uk to anyone with an Enfield Library ticket) and is available to anyone who lives, works or studies in the Borough. Enfield Libraries and Museum Service also has a dedicated Local Studies Library & Archive that exists to identify, acquire, and preserve archival materials that document the history of the London Borough of Enfield, and to make such records available to the benefit of all its residents and visitors.

Data Protection Statement

NOTE: If you do not fill in the section below, we will assume you give your agreement for EVA to keep your details, as given on this form, on its computer database and to pass them on to other agencies and to members of the public.

Enfield Voluntary Action will use the details you have provided overleaf for the purpose of ensuring that your organisation receives information from EVA.

If you object to EVA disclosing this information to other parties, please indicate below:

I do not agree to the information being passed to the Local Authority, Health Authority, or any other public sector agency

I do not agree to the information being passed to other voluntary sector groups

Members of the public sometimes request details of certain types of organisations, because they wish to volunteer or are seeking services. If you object to EVA providing this information to individuals, please tick as appropriate:

I do not wish any information to be provided

I do not wish my telephone number to be disclosed

I do not wish my name and address to be disclosed

If you have any query about the use we make of your data, please contact:

Jenny Budden, Administrative Officer

EVA, Community House, 311 Fore Street, Edmonton N9 0PZ Tel: 020 8373 6268

I agree to the above use of the data provided.

Signed _____

Organisation _____

Opportunity Details - please tell us about your opportunity...

London Borough of Enfield: Libraries & Museum Service

Organisation Name:

Opportunity Title: Enfield Libraries ESOL Conversation Club Volunteer

Address of the Opportunity (if same as organisation's, leave blank):

Town:

County:

Post Code:

Geographical Area of the Opportunity (if same as organisation's, leave blank): Enfield Town

Contact for this Opportunity (if same as organisation's, leave blank):

Title:	Mrs	First Name:	Gemma
Surname:	Panayi	Job Title:	Outreach Officer
Tel:	020 8379 8321	Fax:	020 8379 8331
e-mail:	Gemma.panayi@enfield.gov.uk	Website:	http://www.enfield.gov.uk/info/200046/libraries

Volunteer commitment:

Please specify below the commitment needed from the volunteer. This information will be used to advertise the opportunity on the v portal. Please tick the relevant box(es).

Short term	An activity requiring a commitment of a few hours to 1 or 2 days.	
Part time	An activity requiring a regular commitment of a few hours to 2 or 3 days per week.	X
Full time	An activity requiring a commitment of 30 hours or more per week.	

Specific opportunity dates:

Does the opportunity take place on a specific date(s). If the opportunity takes place on one day only, please write the same date for the start and end date

Start date: May 2012 **End date** Ongoing

Time for the opportunity :

Please tick each box when volunteers will be required or circle ALL

All	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
AM							
PM			X	X		X	X
EVE			X	X		X	X

Web Advertising Dates:

These are the dates between which the opportunity will be advertised on the www.do-it.org.uk.

Start date to be decided **End date** ongoing

Description of the Opportunity *(please note: this information is given to prospective volunteers)*

Volunteer for Enfield Libraries

Volunteer Duties for ESOL Conversation Club Volunteer

We are looking for volunteers to deliver conversation clubs with adults with English as a second language. Volunteering with the Libraries as a Conversation Club leader will provide an enjoyable learning opportunity to use existing skills to help adults build their confidence in improving their conversational English skills in an informal small group setting. You will also benefit from meeting and fostering friendships with individuals from diverse backgrounds.

Volunteer work may include:

1. Plan and lead small group activities and discussions for adults learning English
2. Help participants practice speaking English
3. Submit simple monthly reports on hours and participants
4. Respond to general enquiries about the library service, referring more complex enquiries to library staff.

Short description of the Opportunity

Please provide us with a shorter version of your opportunity description, for publishing on other platforms such as mobile phones and iDTV(interactive digital television).

250 character limit (including spaces).

Volunteers are needed for Enfield Libraries, duties include; planning and delivering a conversation club for adults with English as a second language; informal report writing, responding to library enquiries.

Skills/Qualifications required

- **Good spoken English**
- **Confidence to take the lead in a group**
- **Reliability**
- **Good communication and interpersonal skills**
- **Community Language would be useful**

An induction and introduction to the Library and Museum Services will be provided.

Directions (i.e. how to get there) *(if same as organisation's, leave blank):*

Please categorise your opportunity:

Areas of Interest (please tick appropriate boxes)		Type of Activity (please tick appropriate boxes)	
	Animals		Administration
	Art & Culture		Advice, Information and Support
	Children & Youth		Architecture and Building Work
	Disability		Art
	Domestic Violence		Befriending
	Drugs & Addictions		Business , Management and Research
x	Education & Literacy		Campaigning and Lobbying
	Elderly		Caring
	Emergency Services		Catering
	Employment		Community Work
	Environment		Computers, Technology and Website Design
	Families		Counselling
	Gay, Lesbian, Bi and Transsexual		Driving
	Health and Hospitals and Hospices		Employee and Group Volunteering
	Heritage		Entertainment
	Homeless and Housing		Finance Work
	Human and Civil Rights		First Aid
	International Aid		Fundraising
	Legal Aid and Justice		Gardening
	Mental Health		General and Helping
	Mentoring		Hostel Work
	Museums		Languages
	Music		Legal Work
	Politics		Local Event
	Prisoners and Ex-offenders		Marketing, PR and Media
	Race and Ethnicity and Refugees		Mentoring
	Religion		Music
	Sport and Outdoor Activities		National and International Event
	Women's Group		Practical Work and DIY
	Youth		Retail and Charity Shops
			Sports Development
			Teaching, Training and Coaching
			Under 16 volunteering
			Youth work

Additional / Specific Suitabilities:

Is the opportunity particularly suitable for any of the following groups? (Please tick appropriate boxes).

16-17 year olds	
18-25 year olds	
Employee Volunteering	
Groups - Small (2-10)	
Groups - Medium (10-25)	
Groups - Large (25-40)	
Groups - Very Large (40+)	

Specials and Recruitment :

Please tick any that apply (*These lists can be amended to suit your organisation*)

Do any of the following apply? (please tick appropriate boxes)		Recruitment Process (please tick appropriate boxes)	
<input type="checkbox"/>	Cares Inc	<input checked="" type="checkbox"/>	Application Form
<input type="checkbox"/>	Community Service		Informal Discussion
<input type="checkbox"/>	Community Transport	<input checked="" type="checkbox"/>	Interviews
<input type="checkbox"/>	Help Service		Not Known
<input type="checkbox"/>	2012 PREP- pre-games community volunteering		Other
<input type="checkbox"/>	Youth Volunteering		Police Check
<input type="checkbox"/>	Ex offenders	<input checked="" type="checkbox"/>	References
<input type="checkbox"/>	Special needs		Trial Period

Arrangements:	Details:
Age/gender restrictions	No
Disabled Access	Yes
Equal Opportunities Policy	Yes
Expenses	Yes
Induction	Yes
Insurance cover	Yes
Training	Yes
Any other...	

_Do you want your opportunity to be promoted on the volunteering website, the National Volunteer Database (www.do-it.org.uk)? YES

I confirm that the details are correct, and that I am happy for Volunteer Centre Enfield to promote this opportunity on behalf of my organisation.

Pam Tuttiett

Name of Authorised Signatory

Authorised Signature

Please return this form to:

Meera Vasudevan

Volunteer Centre Enfield

c/o Enfield Voluntary Action

311 Fore Street, Community House

Edmonton N9 0PZ