



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:

PO Box 58, 9th Floor, Civic Centre, Silver Street, Enfield

Postcode:

EN3 1XJ

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...): Ms

First Name: Pam

Surname: Tuttiett

Job Title: Community Library Project Officer

Tel: 020 8346 4054

Fax: 020 8379 2777

e-mail: pam.tuttiett@enfield.gov.uk

Website: as above

Mission Statement for Organisation

Enfield Libraries is a department within the London Borough of Enfield. The Council regards the library service as a resource, which should be at the heart of the community, linking with other services across the Borough. The vision of LBE is '*to make Enfield one of the best places to live, work, study and do business*'. Our six main priorities are

- A cleaner greener sustainable Enfield
- Ensure every child matters and provide high quality education for all
- A safer Enfield
- A healthier Enfield where people are able to live independent lives
- Provide high quality and efficient services
- Build prosperous, sustainable communities

The library service is most closely associated with:

Aim 2 – we are fully committed to delivering programmes which help the development of language and literacy skills for children and young people from 0-18. We also hold special events and activities to encourage parents to share books and stories

Aim 5 – we offer free public access to the internet giving local people increased Lifelong learning opportunities through training in the use of computers and other computer based training as well as the ability to access Council services on-line

Aim 6 - the Library Strategy (2008) identified 6 libraries which would benefit from relocation to areas of greater footfall. Libraries provide a safe place to relax, learn and get local information from as well as borrow books and other items thereby contributing to the regeneration and sustainability of local communities.

Activities of the Organisation

There are 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. As indicated above there are many activities for children and young people from Baby Rhymes for under 1s, under-5 storytimes, reading groups for 8 – 13 year olds to teenage reading groups to name just a few. Study support is provided in Homework Centres in 4 libraries. All libraries have PCs providing free access to the internet and online training facilities as mentioned above. We have also just successfully completed a MLA (Museums, Libraries & Archives) funded 'Skills for Health' project with members of the community whose first language is not English.

For full details please check our website.

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...

Organisation Name: London Borough of Enfield: Libraries & Museum Service

Opportunity Title: Help set up & run activities with young children

Address of the Opportunity (if same as organisation's, leave blank): Bush Hill Park Library, Agricola Place

Town: Enfield

County: Middlesex Post Code: EN1 1DW

Geographical Area of the Opportunity (if same as organisation's, leave blank): Bush Hill Park

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

Title: Mr First Name: Tim
Surname: Johnstone Job Title: Team Leader, Children & Young People
Tel: 020 8379 2644 Fax: 020 8379 2615
e-mail: tim.johnstone@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.	Weekly commitment to 2/3 hours per week
Part time	An activity requiring a regular commitment of a few hours to 2 or 3 days per week.	
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: January 2010 **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							
EVE							

Web Advertising Dates:

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

Start date September 2009 **End date** 31st October 2009

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

Volunteers to assist with activities for 0-11s

We are looking for volunteers to help with library events and activities for 0-11s and deliver related administrative duties. Activities include Baby Rhyme Times, Under-5 storytimes, class visits, reading groups and craft activities. Duties will include setting up the area for the activities i.e. arranging furniture and equipment and providing refreshments where appropriate. Volunteers may also be asked to read stories and sing songs / rhymes. General administration duties will include taking a register, sending out invites to reading groups, photocopying, checking that forms, such as photograph permission forms have been filled in correctly. As part of the team delivering these activities the volunteers will be expected to answer general enquiries about the library service (training will be provided).

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 required to help with library events and activities for 0-11s. Duties will include setting up the area for the activities and supporting the staff delivering the sessions and doing related administrative duties.

Skills/Qualifications required

- **Enthusiasm for working with children.**
 - **Ability to assist with simple craft activities.**
 - **Basic literacy and numeracy skills**
 - **Ability to keep accurate records.**
 - **Ability to use basic equipment e.g. photocopiers**
 - **Awareness of facilities and resources in a public library.**
 - **CRB check essential (will be funded by LBE)**
-

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

These opportunities are available in a number of libraries so directions will be given when appropriate.

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	
✓	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	<input type="checkbox"/>	Informal Discussion
<input type="checkbox"/>	Community Transport	<input checked="" type="checkbox"/>	Interviews
<input type="checkbox"/>	Help Service	<input type="checkbox"/>	Not Known
<input type="checkbox"/>	2012 PREP- pre-games community volunteering	<input type="checkbox"/>	Other
<input type="checkbox"/>	Youth Volunteering	<input checked="" type="checkbox"/>	Police Check
<input type="checkbox"/>	Ex offenders	<input checked="" type="checkbox"/>	References
<input type="checkbox"/>	Special needs	<input checked="" type="checkbox"/>	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.

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