



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: Summer Reading Challenge Ambassador

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: July 2012 **End date** September 2012

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	x	x
EVE							

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 the Summer Reading Challenge Ambassador

We are looking for volunteers to assist us in the delivery of the Summer Reading Challenge at a range of branches across the library network. Volunteering with the Libraries for the Summer Reading Challenge provides an enjoyable learning opportunity to use existing skills to engage young people with reading; encourage young people to discuss their reading habits developing their literacy and to learn new skills in a friendly working environment.

Volunteer work may include:

1. Promote the Circus Stars Summer Reading Challenge by giving out publicity & talking to children
 2. Respond to enquiries from parents and children about Circus Stars, referring more complex enquiries to library staff.
 3. Talk to children about the books they have read as part of Circus Stars.
 4. Check Circus Stars registration cards have been completed correctly.
 5. Enter Circus Stars registration data onto library database
 6. 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; the promotion of the Summer Reading Challenge; engaging with young people to discuss reading; data entry and answering general enquiries about the library service.

Skills/Qualifications required

- **An interest in working with Children and Young People**
- **Confident talking to children and their parents about the scheme**
- **Awareness of facilities and resources in Enfield Libraries**
- **Ability to use basic IT hardware & software**
- **Good literacy skills**

Onsite training will be delivered in all aspect of the Summer Reading Challenge Volunteer role.

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
x	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	x
	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	
x	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	x
18-25 year olds	x
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)	
	Cares Inc	x	Application Form
	Community Service		Informal Discussion
	Community Transport	x	Interviews
	Help Service		Not Known
	2012 PREP- pre-games community volunteering		Other
x	Youth Volunteering		Police Check
	Ex offenders	x	References
	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