

# Community Contacts and Communications

## Ealing Libraries

### Description :

You will be part of the library team contacting community organisations to let them know about the great facilities on offer in our newly refurbished library.

Marketing and using new media in a creative way to contact professional associations and groups involved in leisure and recreation will be a key part of this role.

You can get event management experience by undertaking the organisation of tours of library facilities to a range of potential library service users.

As a key player in adding value to the library services by making sure that all information is accurately recorded, stored and easy to retrieve you will make all the difference to getting the best from this great community venue.

There is some flexibility to suit your needs and this opportunity is one which will help some of the most disadvantaged people in the community who find it difficult to access the labour market.

### 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, Wed, Thurs AM

Commitment: Part Time

### Areas of Interest :

### Types of Activity :

### Skills and Qualifications :

### Additional/Specific Suitabilities :

## Recruitment Method :

## Contact Information :

Contact:

**Heather Farrar**  
**Church Road**  
**Northolt**  
**Middlesex**  
**UB5 5AS**  
**Tel: 020 8825 9297**  
**Email: hfarrar@ealing.gov.uk**  
**Web: www.ealing.gov.uk/libraries**

Alternatively contact:

**Ealing Volunteer Centre**  
**Freepost 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 Fri Dec 2011 to Sun Oct 2012