

Library Events Assistant - Adults (Acton)

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 equipment
- 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 :

Mon-Fri Day Tue, Wed, 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:	Wheelchair access to ground floor and passenger lift to First Floor Reference Library
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 :

- Bus - From Southall/ Hanwell/ West Ealing/ Shepherd's Bush: 207, 427, 607
 - From Park Royal: 440
 - From Northfields/ Chiswick: E3
 - From Hammersmith/ North Acton: 266
 (all go along the High Street or Winchester Street)
- Train - Underground: Acton Town (District/Piccadilly Line) - 15 mins walk to/from station or E3 bus

Recruitment Method :

Informal Discussion, Other, References, Trial Period

Contact Information :

Contact:

Dhiraj Bangar
Acton High Street
Acton
London
W3 6NA
Tel: 020 8825 7622
Email: dbangar@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 Wed Apr 2010 to Sat Jun 2012