

# Library Events Assistant - Adults (Ealing Central Library)

## 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, Sun PM  
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

<b>Age/Gender Restrictions:</b>	18+
<b>Disabled Access:</b>	Yes
<b>Equal Opportunities Policy:</b>	Yes
<b>Expenses:</b>	Yes
<b>Induction:</b>	Yes
<b>Insurance Cover:</b>	Yes
<b>References will be required :</b>	Yes
<b>Support on offer:</b>	Yes
<b>Training:</b>	Briefing session prior to each event. If you help move furniture you'll need to attend a manual handling course

### Directions :

From Ealing Broadway Station (Haven Green) - leave station and proceed westward down The Broadway/Uxbridge Road for approx. 150 metres. Enter Ealing Broadway Centre. The library is signposted and located on the first floor (lifts available).

Buses: E1, E2, E7, E8, E9, E10, E11, 65, 83, 112, 207, 226, 297, 427, 607  
Closest Tube & Main Line Station is Ealing Broadway (District/Central lines, Main Lines). Enter Ealing Broadway Centre via Uxbridge Road (The Broadway) or High Street.

### Recruitment Method :

Informal Discussion, Other, References, Trial Period

### Contact Information :

Contact:

**Yvonne Payne or Gill Laws**  
**103 Ealing Broadway Centre**  
**The Broadway**  
**Ealing**  
**London**  
**W5 5JY**  
**Tel: 020 8825 9278**  
**Email: [ypayne@ealing.gov.uk](mailto:ypayne@ealing.gov.uk) or**  
**[lawsg@ealing.gov.uk](mailto:lawsg@ealing.gov.uk)**  
**Web: [www.ealing.gov.uk/libraries](http://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@ealingcvvs.org.uk](mailto:do-it@ealingcvvs.org.uk)**  
**Web: [www.ealingcvvs.org.uk](http://www.ealingcvvs.org.uk)**

Details valid from Wed Apr 2010 to Sat Jun 2012