

Havering Library Service - Volunteer Role

Title of Role
Housebound Hero
Introduction/Purpose of the role
<p>Havering Library Service requires volunteers to deliver books and items to Havering residents in their own homes. Our Housebound service enables people who can't visit a library in person to still access our service.</p>
Main activities/tasks
<p>May involve:</p> <ul style="list-style-type: none">• Volunteers who are able to make deliveries will be allocated 10-15 customers in a geographical area that matches their availability• Select, deliver/collect books and other materials to/from Housebound clients• Liaison with library staff, clients and volunteers• Backroom work associated with the delivery of the service-this could be taking enquiries from clients, sending out membership forms and registering clients details, arranging delivery dates and routes, contacting clients to arrange visits, issuing/discharging and shelving stock• Signposting housebound clients to other Council or partner Services
Skills/experience required
<ul style="list-style-type: none">• Interest in reading and enthusiasm for books and Library Services• Ability to communicate well with people of all ages and backgrounds• Organisational skills• Flexible and able to help on a regular basis• Ability to work without supervision• Reliable and responsible• Physically able to fulfil the role carrying and possibly delivering books etc.
What's in it for me?
<ul style="list-style-type: none">• Demonstrate or boost communication skills and confidence• Training and experience which may help you to gain employment in the future

- Valuable experience to put on your CV
- Inspire others and put your skills to good use
- The opportunity to meet new people and work as a team
- The satisfaction of allowing housebound clients to access the full range of library stock and the joy of reading/listening
- Use or develop organisation and planning skills

Training

A comprehensive induction with on-going training and support will be provided. Support available includes the opportunity to shadow and observe colleagues in the role.

Availability and Commitment

We ask for a commitment of roughly 3 hours per week.

Location

This opportunity will be based in South Hornchurch Library – Rainham Road, Rainham, Essex RM13 7RD.

Main point of contact/supervisor

South Hornchurch Library Manager or Deputy Manager

Other Information

Travel expenses including petrol will be paid for.

Volunteers for this role may be required to undergo a Disclosure & Barring Service check, formerly CRB check (which the Council would arrange), and to provide references.

If the volunteer is comfortable and happy to do so, there may be times when the volunteer is asked to cover other volunteering roles. This will be discussed with volunteers prior to the start date.