

Volunteer Role Description Library Volunteer

Purpose	To provide administrative support to The Reader's library maintaining an organised storage and borrowing system for books and photocopied materials used in Shared Reading groups across the country.
Key Activities	<p>The Reader at Calderstones is a place where anyone can come to experience literature, find and share meaning, be nourished, develop new skills, explore new things and, find 'something real'. We run many weekly Shared Reading groups, as well as many other weekly community groups, such as Knit and Natter</p> <p>The Reader at Calderstones is home to the International Centre for Shared Reading – a centre of excellence serving our international community, and welcoming everyone who wants to begin or develop their Shared Reading practice.</p> <p>Visitors can also visit the neolithic Calder Stones in a new heritage centre that brings the stories of the past to life.</p> <p>But with a commercial Café, Shop and Ice Cream Parlour on site, and our glorious Storybarn, as well as the park's only public toilets, we will be welcoming thousands of people who know very little of our purpose, only that we have things they may want to buy or use.</p> <p>Activities for our Library Volunteers may include:</p> <ul style="list-style-type: none"> • Sort books according to established procedure and return them to shelves, files, or other designated storage areas • Locate library materials for volunteers, including books, videos, photocopied resources, etc. • Maintain records of items received, stored, issued and returned • Assist in catalogue cards according to system used • Assist in preparing list of literature recommendations for Reader Leaders • Filing and photocopying short stories and poetry • Information management eg. inputting onto database • Mailout magazines (quarterly) • Typing up short stories and extracts and upload to electronic library • Apply for permission to use copyrighted texts in The Reader's anthologies and digital publications • Prepare and send out book packs for hubs across the country
What you will get out of it	<ul style="list-style-type: none"> • An opportunity to become part of The Reader community • Joining a Shared Reading group • Enabling other people to benefit from Shared Reading

	<ul style="list-style-type: none"> • Opportunities for you to enrich the lives of other people • Gain first-hand experience of working with an award winning nationally recognised social enterprise • Regular and ongoing support from a friendly and supportive team • Training for new skills in office admin • Use and develop your skills in administrative support • Develop confidence • Enhance your CV
What we expect from you	<ul style="list-style-type: none"> • You are willing to be trained for this role • You are able to follow instructions • You are happy to ask for help when you need it • You are able to work on your own with some support, and be a key part of a team
Commitment	<p>This is flexible depending on your availability. A regular weekly commitment of two hours is preferred.</p> <p>Regular attendance at 6-weekly volunteer meetings is desired</p> <p>Length of role: minimum six months (to ensure continuity and consistency for visitors)</p>
Location	<p>The Reader Mansion House Calderstones Park Liverpool L18 3JB</p>
Skills/experiences/ personal qualities required	<p>You must be able to:</p> <ul style="list-style-type: none"> • Commit to working and learning within the unique ethos and values of The Reader • Work as part of a team • Give and receive feedback • Take responsibility for a particular project (if required) • Keep up to date on tasks given to you, and plan ahead • Work according to all volunteer policies and procedures
DBS required?	No DBS is required for this role
Application Process	<p>The Reader has a strong track record in delivering high quality services. Making sure that we have the right people in the right roles is an organisational priority and extends to our volunteering community. As part of the recruitment process for this role we'll invite you to a shared reading group, to read up on our induction documents and to complete an application form. We'll also request references. As we would with any role, paid or unpaid, we will talk to you openly about any reservations we identify that result in our decision not to offer you a place volunteering in this role.</p>
Support and supervision	The Reader and your Shared Reading Organiser
Training required	<p>Induction and training sessions will be provided and must be completed before starting the placement. The training will comprise a half day welcome and induction session plus additional training hours specific to the role.</p> <p>Attendance at refresher training and support meetings will be required.</p>

Volunteer expenses	Travel expenses will be provided, as per volunteer expenses policy
Further information	For further information, please contact volunteer@thereader.org.uk