



Library Event and Activity Volunteer

Background

Suffolk Libraries is an independent charity which is contracted by Suffolk County Council to deliver the library service throughout Suffolk. Since becoming independent in 2012, events and activities have become an area of significant access for Suffolk Libraries. In 2018 / 2019 there were over 200,000 attendees at library events and activities in Suffolk.

Volunteers play a key role in organising, planning and delivering many of these events and activities. Some of these volunteer directly with their library and some volunteer via the library friends group; all 44 libraries in Suffolk have a 'friends group' – volunteers who help and support their library as well as raise funds to enhance and improve it.

Commitment:

The level of commitment for this role varies depending on what you would like to do. For example, if you are enthusiastic about a specific activity which you feel there is a demand for in the local community, you may be keen to commit the time required to get this up and running in the library, in partnership with library staff and others.

You may be keen to be part of a group that organises library events and activities, which could involve being part of the library friends' group.

You may be keen to volunteer on an ad hoc basis to help with the setting up and running of events.

Key Elements of the Role:

Working in partnership with the Library Manager and other staff, the role of events and activities volunteer can vary, depending on what the volunteer is looking to do. Typically, it could include:

- Contributing ideas for events and activities
- Working in partnership with library staff and volunteers
- Attending planning meetings
- Helping to market the event through a variety of means, ensuring that all marketing material is aligned to Suffolk Libraries marketing guidelines
- Helping to deliver the event or activity when it takes place, including setting up and clearing away
- Being mindful of the need to fundraise and generate income.

Note that there isn't an expectation that every events and activity volunteer will fulfil all these elements. For example, if the only element of the role that you're interested in is providing help on the day of the event, that is fine!

Person Specification:

We are looking for volunteers who are:

- Enthusiastic about their local library and the role that it has in the local community
- Keen to expand what the library offers in order to encourage more people to use it
- Reliable
- A good team worker who is able to work effectively with library staff and other volunteers
- Children over 12 years of age can volunteer, with parental consent.

Are you interested?

If you are interested, please contact your local library manager for further details or complete the online application form at www.suffolklibraries.co.uk/about/jobs-volunteering/volunteering or [click here](#).