



Closing date for applications: 12.00 midnight, Thursday 29 February 2024

VOLUNTEER ROLE DESCRIPTION

Volunteer Title:	Diversity Promoter
Responsible to:	Volunteer Engagement Manager
Main Purpose of Job:	To promote Equality, Diversity and Inclusion (EDI) amongst volunteers, 'Friends Groups' and Suffolk Libraries Board
Voluntary hours per week:	Minimum of 2 hrs (length of time volunteering can be determined on application form and during appointment).
Travel/When volunteering:	There will be some expectation of travelling (mileage/travel expenses will be reimbursed), in order to enable meetings and collaboration to take place as a member of the Diversity Promoters team. The volunteer role can be undertaken during the day, evenings or weekends, either in libraries/venues or remotely.
Age:	This role is open to anyone aged 18 and over.

Purpose of the Volunteer Role

Ensuring equality and valuing diversity is one of Suffolk Libraries core values. This means offering the right services regardless of people's age, gender, ability to speak English, religion, disability, sexual orientation, marital or civil partnership status or culture. Suffolk Libraries is committed to challenging prejudice and discrimination wherever this affects our service users, volunteers and staff. We are also committed to making equality and diversity integral to our organisational culture. To support this, we are recruiting an exciting new role of Diversity Promoters. We welcome members of the community to apply for this role, including those from the Global majority, LGBTQ plus community and Disabled people. Being a Diversity Promoter will enable you to learn more about EDI, work with specialists in this area, and receive coaching to help improve your personal skills and knowledge.

The purpose of the Diversity Promoters is help Suffolk Libraries to:

- Increase awareness of the diversity within our communities amongst the 'Friends Groups'
- Increase diverse representation amongst the 'Friends Groups'
- Ensure Suffolk Libraries Board members are representative of the county's communities
- Ensure that volunteers reflect the population of Suffolk
- Ensure that there is an inclusive, positive and respectful culture that supports all volunteers.

Main Duties and Responsibilities

The following duties are **not** shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the volunteer role in liaison with the Volunteer Engagement Manager/other staff and volunteers. It is expected that volunteers may not have sufficient experience and knowledge in all these areas, so support will be provided to volunteers:

- Work with other Diversity Promoters to share and develop ideas/actions to achieve the purpose of the volunteer roles
- Planning and development of training sessions in EDI for volunteers, 'Friends Group' members, and Board members
- Promote volunteering roles amongst diverse communities
- Support volunteers through the application process to become a volunteer
- Support volunteers to apply for positions on the 'Friends Groups'
- Support volunteers to apply for a position as a Board member
- Support and organise events and workshops to promote equality, diversity and inclusion to volunteers
- Contribute EDI stories/information for publicising on the Suffolk Libraries website/social media.

Key attributes of Diversity Promoters

- Understanding and commitment to the values of Suffolk Libraries
- Willingness to undertake the requirements of the role in a friendly and professional manner
- Willingness to follow policies and procedures including safeguarding, confidentiality and health and safety
- To value and celebrate difference and show commitment to equality and diversity in our libraries and our local community.

Applying for the Diversity Promoter volunteer role

For further information about this role, please contact diane.muirhead@suffolklibraries.co.uk or complete the online application form at www.suffolklibraries.co.uk/about/jobsvolunteering/volunteering

If you have any accessibility or other specific requirements that would help you apply and undertake this role, please let us know at your earliest opportunity, so that we can try and help make the recruitment process as fair as possible for you.

Suffolk's Libraries Industrial & Provident Society Limited

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