

VOLUNTEER RECRUITMENT PACK

Thank you for your interest in volunteering with The Old Library.

The Old Library will provide a free library and a welcoming, accessible space with a flexible service, for use by the whole community and all generations.

It will be a safe social and learning venue in the heart of Skircoat with up-to date tools for information and recreation.

We aim to foster a love of reading and learning, building self-confidence for people from all walks of life, spanning the generations.

And to sell great coffee and cakes, to provide somewhere to meet friends, relax, hold events, get help with accessing online services, or just read a book.

There are many opportunities for volunteers to contribute and we will do our best to help you find a role that matches your interests, your skills and the time that you are able to give. We recognise that training may be needed to help you fulfil some roles before you start, or later, if you want to extend into other areas of work with us and we will do our best to make your volunteering a rewarding and interesting experience.

The Old Library is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk at all times. This is the responsibility of everyone volunteering with The Old Library, so all volunteers are expected to understand and work to the safeguarding policies included in this pack. This should also help to provide a safe and welcoming setting for volunteers.

This pack includes:

1. A Job Description for volunteers who will be working directly with members of the public.
2. A Job Description for volunteers who would prefer to help behind the scenes in roles such as maintaining the building, developing our IT services, gardening.
3. A Person Specification, broadly indicating what qualities The Old Library is looking for in our volunteers.
4. An application form. Please complete it in your own time and return it to Skircoat Library, Skircoat Green Road, HX3 0LQ, either by popping it through the letterbox, or by post, by Friday 20th October.
5. An Equality and Diversity monitoring form, to complete anonymously, so we can find out whether we are recruiting volunteers truly representative of the community of Skircoat.

All applicants will be sent the following important documents by email, after we receive their application form, due to the size of the documents. Please read them:

6. The Old Library's Safeguarding Children Policy
7. The Old Library's Safeguarding Adults Policy

The Old Library

Job Description for Public-facing Volunteer

The Old Library is run and staffed by volunteers. There are many different roles that a volunteer might fulfil, and we will endeavour to match volunteers with their preferred activity, but there are certain core aspects to the job.

Responsible to: the Volunteer Co-ordinator

Duties

- To be friendly and approachable and to do nothing that would bring the organisation into disrepute.
- Ensuring the safety and security of the building and its premises, including opening, and closing the building
- Ensuring the safety and security of yourself, other volunteers, and members of the public on the premises
- Safeguarding of young people and adults at risk is the responsibility of everyone. Report any concerns to the Volunteer Coordinator or the Chair of the Old Library CIO.
- Ensuring the Volunteer Co-ordinator is aware of your availability to participate in staffing rotas and is alerted at the earliest opportunity should you be unable to attend when rostered.
- Issuing and receiving returning books, using the library management system
- Ensuring the confidentiality of personal data of users of the library and of other volunteers, as set out in the policies of The Old Library
- Preparation and serving of coffee, other beverages and snacks, including the use of the coffee machine.
- Maintaining food hygiene standards as set out in national regulations.
- Keeping the premises clean and tidy at all times.
- Being familiar with the policies of The Old Library and always working within them. A copy of the current policies is kept at the desk in the library.

The Old Library

Job Description for Volunteer in roles not facing the public

The Old Library is run and staffed by volunteers. There are many different roles that a volunteer might fulfil and we will endeavour to match volunteers with their preferred activity, but there are certain core aspects to the job.

Responsible to: the Volunteer Co-ordinator

Duties

- To be friendly and approachable and to do nothing that would bring the organisation into disrepute
- Ensuring that you have the knowledge and skills to carry out the role for which you are volunteering. If in doubt, discuss any assistance required with the Volunteer Co-ordinator.
- Ensuring the safety and security of the building and its premises, including opening and closing the building
- Ensuring the safety and security of yourself, other volunteers and members of the public on the premises
- Safeguarding of young people and adults at risk is the responsibility of everyone. Report any concerns to the Volunteer Coordinator or the Chair of the Old Library CIO.
- Ensuring the Volunteer Co-ordinator is aware of your availability to participate in staffing rotas and is alerted at the earliest opportunity should you be unable to attend when rostered
- Ensuring the confidentiality of personal data of users of the library and of other volunteers, as set out in the policies of The Old Library
- Keeping the premises clean and tidy at all times
- Being familiar with the policies of The Old Library and working within them at all times. A copy of the current policies is kept at the desk in the library.

Volunteer at The Old Library

Person Specification

The organisation expects volunteers to

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out tasks in a way that reflects the aims and values of the organisation
- work within agreed guidelines
- respect the work of the organisation and not bring it into disrepute • be familiar with, and comply with the organisations policies
- treat all volunteers, staff and members of the public with respect and consideration

In return, the organisation recognises the rights of volunteers to:

- know what is (and what is not) expected of them
- be given adequate support in their volunteering
- receive appreciation
- have safe working conditions
- be insured
- know their rights and responsibilities if something goes wrong
- receive relevant out-of-pocket expenses
- receive appropriate training
- be free from discrimination
- be offered the opportunity for personal development

For volunteers who are taking on roles dealing directly with members of the public, they will also be expected to:

- be fully conversant with, and to comply with, the organisation's safeguarding policy, in their dealings with young people and adults.
- become familiar with the library management system in the issuing and return of books
- receive training to develop a working knowledge of food hygiene regulations applicable to the kind of food on sale, and subsequently apply them at all times
- receive training in preparing coffee and other beverages, using the equipment provided at The Old Library

The Old Library CIO

Volunteer Application Form

Please complete this form in your own time and return it to Skircoat Library, Skircoat Green Road, HX3 0LQ, either by popping it through the letterbox, or by post.

I would like to apply for: a role working with the public ☐

(tick as appropriate) a role not working with the public ☐

both ☐

Your details

Name:

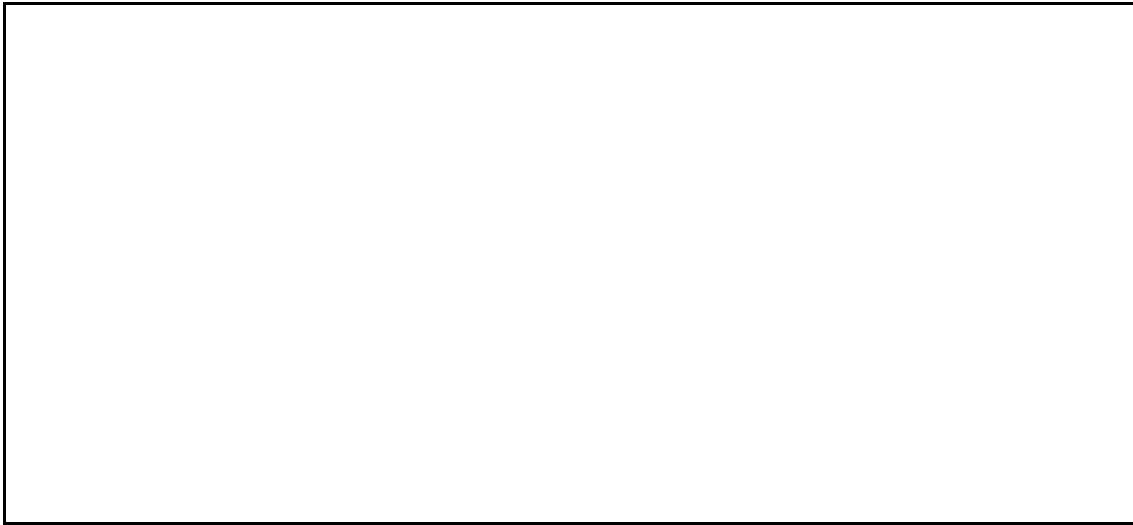
Address:

Postcode:

Phone:

Email:

Please tell us a bit about your work experience.

A large, empty rectangular box with a thin black border, intended for the applicant to write about their work experience.

Supporting statement

Please tell us why you applied to be a volunteer and what you feel you could offer and get from the role.

A large, empty rectangular box with a thin black border, intended for the applicant to write their supporting statement.

Potential scope as a volunteer

It would be helpful if you could indicate whether there are any particular roles or skills that you might be able to offer as a volunteer.

Public facing		Not working directly with the public	
Skill	Tick all applicable	Skill	Tick all applicable
Using library management systems		IT skills – website design and maintenance	
Making and selling drinks and food		IT skills – training others	
First aider		Social media skills	
Story telling for children		Community ambassador	
Safeguarding children		Trades including plumber, electrician, painter and decorator, builder, landscape gardener. Please specify.	
Safeguarding adults		Decorating (nonprofessional)	
Assisting library users with IT		General maintenance of building	
Training others		Gardening	
Other skills		Cooking food for sale (cakes, traybakes etc)	
		Other skills	

We would like to see the doors of The Old Library open to the public for as much of the time as possible, but this will be completely dependent on having the time that volunteers are willing to offer. It would be better to open reliably and extend, than to be over-ambitious and be forced to cut back on opening hours.

In our planning it would be helpful to get an idea of the amount of time that you might be able to offer as a volunteer, and when. These are not binding and will simply give us an idea of the number of sessions that we might be able to open to the public.

Volunteering sessions for public facing roles will be arranged in three-hour blocks.

Potential time being offered

..... Hours per week / month (delete as applicable)

..... Other

..... Willingness to assist at room bookings outside scheduled hours

Potential availability (for public facing volunteers)

We currently do not open on Mondays/Fridays but may do in the future.

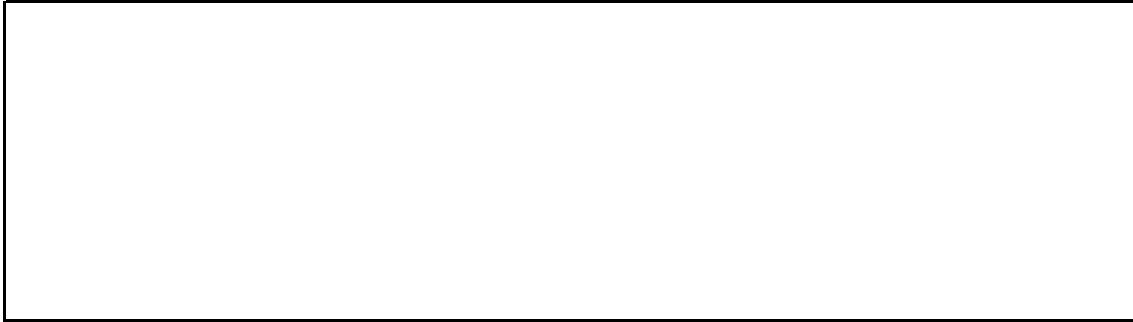
Please circle sessions that you might be able to offer on the table below.

Mon	Tues	Weds	Thurs	Fri	Sat	Sun
10:00 - 13:00	10:00 - 13:00	10:00 - 13:00	10:00 - 13:00	10:00 - 13:00	10:00 - 13:00	10:00 - 13:00
13:00 – 16:00	13:00 – 16:00	14:00 – 17:00	13:00 – 16:00	13:00 – 16:00	13:00 – 16:00	13:00 – 16:00
		17:00- 20:00				

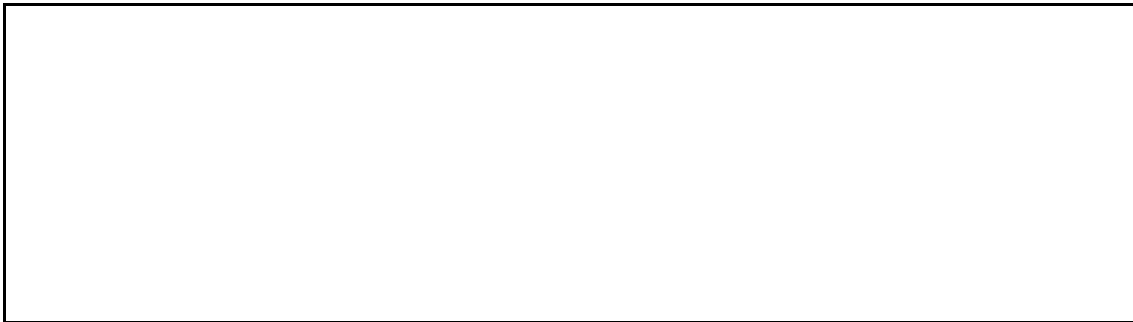
Assisting out of hours for room-hiring

Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

A large, empty rectangular box with a black border, intended for the applicant to provide details of any reasonable adjustments needed for the recruitment process.

Informal interviews will take place 1 or 2 weeks after your application is received please can you let us know if there any times within the next 4 weeks when you will not be available for interview?

A large, empty rectangular box with a black border, intended for the applicant to specify any times within the next 4 weeks when they will not be available for an informal interview.

When can you start working for us?

A large, empty rectangular box with a black border, intended for the applicant to provide their preferred start date for working for the organization.

References

Please give the names and contact details of 2 people who we can ask to give you a reference (we may only take up one in the first instance). We will only contact referees if a volunteer offer is going to be made.

Referee 1

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Referee 2

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Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

Diversity and Equality Monitoring Form

The Old Library wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form contact Colin Hutchinson, Trustee, by phone on 07963 323082

Please return the completed form to Skircoat Library, Skircoat Green Road, HX3 0LQ

Gender Male ☐ Female ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth? Yes

☐ No ☐ Prefer not to say ☐

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐ Any other Mixed or Multiple ethnic background, please write in:

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐
British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other White background, please write in:

Other ethnic group Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the Volunteer Coordinator, or the Trustee running the recruitment process.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Asexual ☐ Pansexual ☐
Undecided ☐ Prefer not to say ☐

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
Muslim ☐ Sikh ☐ Prefer not to say ☐ If other religion or belief, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None ☐

Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐

Primary carer of disabled adult (18 and over) ☐

Primary carer of older person ☐

Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐

