**WARLINGHAM PARISH COUNCIL**

**Job Title**

Deputy Volunteer Co-ordinator, Warlingham Library

**Reports to**

Warlingham Parish Council Chair of WLMC

**Liaises with**

Volunteer Co-ordinator, SCC Librarians appointed to Warlingham library, the SCC Community Partnered Libraries Team and other SCC Library personnel with specific responsibility for Warlingham Library.

**Date** February 2022

**Job purpose**

To deputise for all the role and duties of the Volunteer Co-ordinator during their absence and to liaise with the Volunteer Co-ordinator to maintain a current understanding of the work including any revised or updated practices and procedures.

To co-ordinate and support a team of volunteers in sufficient numbers to assist Surrey County Council members of staff in providing library services to the public in the library at all times the library is open.

On behalf of the library committee to encourage volunteers to help deliver and support library services within and outside the library which broaden and develop its position at the centre of Warlingham’s community

**Principal accountabilities**

Recruit volunteers ensuring so far as possible there are enough to cover the various shifts and to replace those who no longer wish to volunteer. Help induct the volunteers and keep records of their details, attendance, performance and training.

Encourage as many members of the local community as possible to get involved with the library.

Maintain a Rota, ensuring complete coverage when the Library is open, including ensuring that anyone who has to drop out is replaced; if unable to find cover to alert SCC. Arrange for a volunteer to be on duty for each shift to support the SCC staff member on duty. Ensuring wherever possible that the volunteer on duty has the relevant skills for any particular sessions that are scheduled for that shift.

To ensure the delivery of induction, refresher and other necessary training with Surrey Libraries personnel and senior trained volunteers.

Highlight to volunteers additional tasks they might take on in support of the work of the library; identify volunteers to undertake tasks, such as Rhymetime, agreed to be the responsibility of volunteers rather than staff.

Manage any behavioural, disciplinary or other performance issues relating to volunteers, liaising with SCC members of staff, and in consultation with the Library Management Committee as necessary.

Report regularly to the Warlingham Library Management Committee on all matters relating to the volunteer activity at the library

Act as Secretary to the Warlingham Library Management Committee.

Maintain a stock of refreshments, stationery and other supplies to support volunteer activity.

Maintain a record of events and activities organised by the volunteers

Co-ordinate the Duke of Edinburgh Scheme at Warlingham Library.

**Work context**

The postholder will work on their own initiative reporting to Warlingham Library Committee and the Warlingham Library Management Committee on matters relating to the role. The postholder will work closely with the Volunteer Co-ordinator, the Community Partnered Libraries team and the SCC staff appointed to Warlingham Library.

**Person Specification**

A persuasive communicator with an interest in libraries.

Administrative skill with a basic knowledge of volunteer groups.

An ability to work under pressure as the work may be triggered as a result of an unforeseen absence of the Volunteer Co-ordinator.

A good standard of written work, able to produce letter and minutes of meetings.

An ability to work collaboratively with the volunteer co-ordinator, SCC library staff and volunteers

**Knowledge**

Desirable to have some knowledge of how a library operates

**Skills and abilities**

Administrative skills

Minute taking

Good communication skills

Well organised

Team player

Persuasiveness/ people management skills

**Relevant experience**

Working with volunteers

Administration/IT

**Other requirements – essential**

Ability to work collaboratively in a way that assists and supports SCC staff, volunteers and members of the public.