



Event Volunteers

Role Description

Halton Libraries – Event volunteer

We are looking for friendly people with a passion for culture, who are reliable, confident and organised to help us deliver a variety of events at Halton Libraries from author talks, to theatre performances, to family fun days. Event Volunteers will be a key part of our events and a welcome addition to our events team, playing a vital role in helping us to expand our programme. If this sounds like something you'd be interested in doing then check out our Event Volunteer role description.

About Halton Libraries

We are a modern, thriving library service with 4 libraries situated in the towns of Runcorn and Widnes. We produce four diverse, wide-ranging and stimulating cultural event programmes each year, encompassing events for children, families and adults.

Role Description

What's involved?

- Providing a warm, friendly welcome to audiences and event attendees
- Directing event attendees to seats/rooms, providing information on event timings and content, being the first point of contact for enquiries during events.
- Asking audience members/event attendees to feedback on the event by filling out questionnaires
- Promoting future Halton Libraries events to audience members
- Photography – taking photographs during events, obtaining permissions where necessary
- Helping to set up before and clear away after an event – this may involve stacking up chairs, clearing away refreshment provisions
- Becoming familiar with Halton Libraries' health and safety procedures
- Becoming familiar with Halton Libraries' 'values' document

What's in it for you?

- Becoming part of a friendly and dedicated team of event volunteers
- Volunteering in Halton's vibrant libraries
- Meeting people and making new friends
- Improving your communication skills
- Enjoying new experiences, including new cultural opportunities
- Developing new skills and enhancing your CV
- Personal satisfaction, having the opportunity to make a difference to our audience's experience

What skills are required?

- Welcoming and friendly manner towards event attendees
- Reliability and excellent time keeping skills
- Willingness to help with a variety of tasks
- Willingness to work as part of a team
- An interest in arts and culture
- Confidence in a customer-facing environment
- Willingness to support Halton Libraries' values

What is the potential time commitment?

As an Event Volunteer, you may commit to helping as much as you are able to by responding to as many or as few opportunities as you like from those sent out by our Events Volunteer Co-ordinator.

Where and when are events held?

We host events at Halton Lea, Widnes, Runcorn and Ditton Libraries and other community venues within Halton e.g. the stadium. Events are at various times including evenings and weekends.

What is the training and support?

Training will be given by our Event Volunteer Co-ordinator for all tasks which you will be asked to undertake. We will ensure that you feel happy and confident in your role. As an Event Volunteer, you will be provided with a Halton Libraries Events Team t-shirt and lanyard to be worn during all events.

Health and Safety responsibilities

You will be provided with a risk assessment for all events at which you volunteer. You will be responsible for your own health and safety and that of those with whom you volunteer. You will not be working unsupervised with children or vulnerable adults.

How do I apply?

If you are interested in becoming an Event Volunteer and are aged 18+ then please download and fill out the short Expression of Interest form and email it to alison.hoolihan@halton.gov.uk. Alternatively, ask one of our library team for a form.