

## Bookstart Assistants

Bookstart is a national initiative that brings the exciting world of nursery rhymes and books to babies, toddlers, and their parents and carers.

Where and When	Hook Library
Commitment / Duration	Monday to Friday, either 9 am- 11am or 2pm – 4pm. We would like a commitment to at least a 1 year period if possible.
Purpose	The purpose of this role is to support the children’s librarian in the operational aspects of the Bookstart programme, and representing the librarian at Bookstart related events.
Activities	<ul style="list-style-type: none"> <li>• Telephoning early years settings, clinics and partners, to ensure that the service is reaching people, to promote the service, and to ascertain stock requirements.</li> <li>• To update computer records.</li> <li>• Create delivery lists.</li> <li>• Producing gift packs for events.</li> <li>• Visiting sites where there are parents and children, and gifting packs.</li> <li>• Representing the children’s librarian at meetings.</li> <li>• Collect good news stories, and generally promote the service in the community.</li> <li>• Updating the Bookstart leaflet.</li> <li>• Supporting National Bookstart day in June each year.</li> <li>• General administrative duties.</li> </ul>
Knowledge and Skills required	<ul style="list-style-type: none"> <li>• Experience of dealing with young children and their parents/carers with an enjoyment in working with them.</li> <li>• Good communication skills at all levels.</li> <li>• Some experience of using Word, Excel and data entry.</li> <li>• Patience and sensitivity to the needs of others.</li> </ul>
Training Available	<ul style="list-style-type: none"> <li>• We will provide induction training to ensure that you have the resources and support for the role.</li> <li>• The role may develop depending on the skills the volunteer brings to the service.</li> </ul>

Primary Contact	<p>Jo Hampton Learning, Education &amp; Participation Manager <a href="mailto:Jo.hampton@rbk.kingston.gov.uk">Jo.hampton@rbk.kingston.gov.uk</a>, 020 8547 6421</p> <p>For an informal discussion about the role you may contact Emma Burnside on 020 85476486.</p>
Support on placement	<p>Volunteers will have a named placement supervisor, who they can call on for advice and guidance on issues related to the placement. An annual review will take place providing an opportunity for both parties to review the success of the placement and suggest improvements/changes.</p>
Equalities	<p>All volunteers are expected to adhere to the Royal Borough of Kingston's Equal Opportunities Policy, in relation to library staff, customers and other volunteers, which states that:</p> <p><i>Services offered should be relevant to the needs of the local community, reflecting the diversity of its religious and cultural heritage. No one will receive less favourable treatment because of their race, nationality, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, age or disability'.</i></p>
CRB Checks	<p>All volunteers will be subject to a police records (CRB) check.</p>