



Make a
difference
where you live

Become a Volunteer





We appreciate and value the time and help our volunteers give to Kent Libraries, Registration & Archives. This benefits our customers, staff and the wider community.

Our volunteers extend and enrich the services we provide; many activities that we run would not be possible without their support.

Volunteering is a great way to help your community and make a real difference to people's lives. Take a look at the opportunities we offer, and if you're interested just fill out and send in the application form.

We look forward to welcoming you to our team.

Diane Chilmaid

Diane Chilmaid

Business Manager
Libraries, Registration & Archives

Every library has at least five volunteering roles, with many more offered in most locations.

Hundreds of volunteers are involved with Time2Give every year around the county, like Ian, who has been volunteering for 12 years.

"I volunteered for Time2Give to boost my self-confidence and to give something back to the community" says Ian.

What will I be doing?

We offer you a wide range of opportunities to help enhance our library service. No specific experience is needed for most activities, and we work with you to match your free time with the needs of your local library.

Opportunities include:

- selecting and delivering books to our customers, including carers
- helping customers overcome a range of IT issues including accessing computers, carrying out general internet queries, researching family history, searching for jobs online and other problems
- helping staff with rhymes and songs for pre-school children
- supporting us in developing more information and resources about the people and history of Kent
- planting reading and ceremony gardens

Our volunteers do not replace staff, so you will not be asked to issue, discharge or shelve books; teach reading; read stories to children or deal with customers' enquiries.

What we provide to you

- volunteering opportunities at our libraries, register offices and Kent History Centre
- some community-based opportunities
- flexible time commitments
- a large variety of volunteering activities
- something to suit people of all ages
- guidance and support from staff and other volunteers
- volunteer expenses
- opportunities to join staff at training events

For the latest vacancy information

- ask staff at your local library
- log on to www.kent.gov.uk/libraries
- email libraryvolunteers@kent.gov.uk
- call **03000 416996**





Be an IT Buddy

Volunteers with good computer skills are customers' IT Buddies. They help access computers, assist with IT problems and show people how to set up an email account or use the internet. IT Buddies patiently share their skills and experience giving people confidence with computers. Some IT Buddies help with online family history or job research, or with other more specialist IT.

Help with family events

You could help with a range of family events. Early Years Activities Hosts welcome people to regular rhyme singing sessions, chatting with families and offering refreshments. After School Activities Hosts support lively homework clubs, and are a popular service volunteering for young people taking the DofE award and other youth schemes.

Discover Kent's history

Volunteers local to Kent's History Centre help develop collections and research past events. Elsewhere in the county, volunteers help maintain and develop local history collections and resources.

You can give practical help

Volunteer gardeners help add colour to our library environment, creating reading gardens and outside facilities for storytime or poetry sessions.

Others share skills and interests in knitting and other crafts, or scrabble and chess. Our Talk Time hosts welcome groups of library customers for a coffee and chat, adding an extra dimension to a visit to the library.

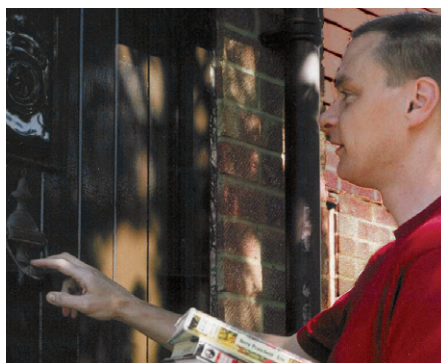
Deliver books to people who cannot get to a library

We provide a free Home Library Service for anyone unable to visit the library due to ill health or disability, or because they are a carer. Volunteers help select books and deliver this service.

You visit people in their own homes and take a variety of library materials including books and spoken word CDs. **You will need to be able to carry these materials.**

Start making a difference

Please complete and return the attached form to your nearest library, or send to: **Time2Give**, Kent History & Library Centre, James Whatman Way, Maidstone, Kent ME14 1LQ



Volunteer application form

PLEASE WRITE CLEARLY IN CAPITAL LETTERS AND BLACK INK

1. PERSONAL DETAILS

First name

Surname

Address

Postcode

Phone 1

Phone 2

Email

Date of birth

2. NEXT OF KIN/EMERGENCY DETAILS

Name

Telephone

Relationship to you

3. HEALTH AND SUPPORT

Please tell us about any illnesses, disabilities (sensory, mental or physical) or allergies which you feel are relevant.

4. REFEREES

Before we can place you as a volunteer, we must receive two references for you. They should be from someone who has known you for at least 12 months and whom you have had recent contact with, and could be a current or past employer, teacher, faith leader, neighbour or family friend but not a relative. If you have a social worker, psychiatrist, probation officer or other professional working with you, please include them as a referee.

Tick to confirm you have known both referees for at least 12 months

☐

1st referee

| | | | |
|--------------------------|----------------------|---------|----------------------|
| First name | <input type="text"/> | Surname | <input type="text"/> |
| Address | <input type="text"/> | | |
| | <input type="text"/> | | |
| Postcode | <input type="text"/> | | |
| Email | <input type="text"/> | | |
| How do you know him/her? | <input type="text"/> | | |

2nd referee

| | | | |
|--------------------------|----------------------|---------|----------------------|
| First name | <input type="text"/> | Surname | <input type="text"/> |
| Address | <input type="text"/> | | |
| | <input type="text"/> | | |
| Postcode | <input type="text"/> | | |
| Email | <input type="text"/> | | |
| How do you know him/her? | <input type="text"/> | | |

5. OTHER SCREENING

Some activities require a Disclosure and Barring Service certificate. We will tell you if this is required. The disclosure will reveal spent and unspent convictions. Please state any convictions or cautions you have. These do not prevent you from volunteering but may restrict the range of activities available to you. Other screening may be required if you have been a resident overseas.

6. YOUNG VOLUNTEERS UNDER 25

Are you using volunteering as part of your Duke of Edinburgh award or similar scheme?

Yes ☐ No ☐

7. SIGNATURES

Your signature

Today's date

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |

If you are under 18, or subject to guardianship, the signature of a parent/guardian is required

Parent/guardian signature

Print name

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |

8. YOUR INFORMATION KCC will use personal information about Time2Give volunteers solely for this project, and will comply with all requirements of the Data Protection Act. Please tick if you are not happy for photos/quotes of your volunteering to be published. ☐

Libraries Registration & Archives holds Public Liability, Employers', and Personal Accident Insurance (PAI) for Time2Give. PAI benefits may be reduced for under-16s and over-75s.

9. OPTIONAL - Please tick the box(es)

a) How did you hear about Time2Give?

Volunteer Centre ☐ Library information ☐ Internet ☐ Media ☐
Word of mouth ☐

b) Equalities monitoring

We want to encourage applications from a diverse range of people. We ask you to give us the information below to check our progress. It will be treated as confidential.

1. Gender (please tick) Male ☐ Female ☐

2. How old are you? Under 16 ☐ 16-24 ☐ 25-34 ☐
35-40 ☐ 41-59 ☐ 60 and over ☐

3. Do you consider yourself to be disabled? Yes ☐ No ☐

4. What is your ethnic group? (choose one)

White: White British ☐ White Irish ☐ Gypsy Roma ☐
Irish Traveller ☐ Other ☐

Black or Black British: Caribbean ☐ African ☐

Asian or Asian British: Indian ☐ Pakistani ☐ Bangladeshi ☐
Chinese ☐ Other ☐

Mixed: White and Black Caribbean ☐ White and Black African ☐
White and Asian ☐ Arab ☐ Other ☐

"Time2Give is a fantastic opportunity to get involved with worthwhile projects, getting to know new people and really putting something back into the community."

Sharon

"The library team have been very supportive of me and are an amazing friendly team. I would encourage anyone with some spare time to volunteer and to utilise their skills or to learn new ones."

Veronica

"Before I came to the library I had little experience with dealing with people and my confidence was limited, but as the weeks have progressed I have increased in confidence and been able to talk to members of the public."

Tom

"There are different reasons why people do voluntary work and I'd recommend it to anyone."

Rachel

Time2Give is a volunteering programme

provided by Kent Libraries, Registration and Archives and managed by Volunteering Matters (formerly CSV).

www.volunteeringmatters.org.uk

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