

# Librarian



Location: Regional office Belfast

Time required: flexible

Duration: minimum 6 months

Pattern: Weekly

## Purpose of the role

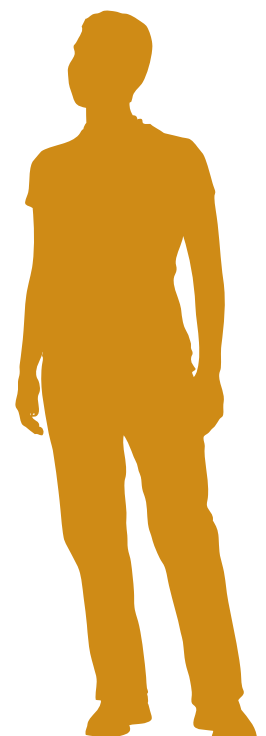
- To organise the leaflets available for clients.
- To build and maintain reference library to be used as an internal resource

## Main duties and responsibilities may include:

- Re-stocking leaflets
- Researching new leaflets available information
- Re-ordering leaflets
- Checking for out-of-date leaflets – replacing with up-to-date versions
- Making sure clients are able to find the information they need easily

## Personal skills and qualities that a Librarian needs:

- A commitment to the aims and principles of the CAB service
- A commitment to equal opportunities
- To be friendly and approachable
- To be able to work as part of a team
- Willingness to look for new leaflets and approach outside organisations
- Excellent communication skills.



As this volunteer role will involve potential access to client information and personal details it is a regulated position and will be subject to a police record check. For more information on this process please see our website [www.citizensadvice.co.uk/volunteering](http://www.citizensadvice.co.uk/volunteering)

## Training provision

Whilst it would be anticipated that volunteers who are interested in this role would have some prior experience in administration and the management of information all skills unique to Citizens Advice will be covered in your initial training within bureau.

Citizens advice actively encourages and invests in the development of our volunteer team as new training becomes available you will have the opportunity to increase your skills and access training which relates to your role within the organisation.

## Benefits and support

- Reimbursement of travel expenses ( with valid receipts )
- Reimbursement of lunch expenses (with valid receipts )
- A contribution towards your childcare costs
- Accredited training
- Managerial support & supervision
- Access to the volunteer network and volunteer forum
- Monthly volunteer recognition draws.

## Contact

If you are interested in this role or would like to discuss the potential for your volunteering in more detail please contact the

Volunteer coordinator  
Citizens Advice  
46 Donegall Pass  
Belfast  
BT7 1BS

Tel:028 9023 1120  
email: [volunteering@citizensadvice.co.uk](mailto:volunteering@citizensadvice.co.uk)

Alternatively contact your local Citizens Advice Bureau  
full details are available from our website [www.citizensadvice.co.uk](http://www.citizensadvice.co.uk)

