

VOLUNTEER RECRUITMENT PACK



Event Volunteer Role Description

Role Title: **Event Volunteer**

About Us

House of Books & Friends CIC is an independent bookshop and community space dedicated to tackling loneliness and social isolation. We believe bookshops play a powerful role in bringing communities and people together. And so, combatting loneliness through the power of connection.

House of Books & Friends work closely with the gunnercooke foundation, a charity established to support small and medium-sized charities and community organisations to grow, achieve their ambitions, and 'Do good, faster', reaching more people in need. Together, we deliver 'The Loneliness Project'. A programme of inclusive, community-led activities designed to tackle loneliness and social isolation.

From book clubs, hobby groups and coffee morning conversation clubs to creative workshops and author talks, the bookshop and café act as a welcoming hub where meaningful, lasting, connections are built.

Role Purpose

As an Event Volunteer, you will play a key role in creating a warm, inclusive and engaging environment for visitors attending events and community sessions.

You could be supporting either or both of the following;

- Bookshop-led events (e.g. author talks, book clubs, socials)
- Community programmes as part of The Loneliness Project (e.g. Coffee & Connections, Craft Club, SEND family programmes, Beyond Words Book Club, Loneliness Awareness Week events).

Check out our [events calendar](#) or social media to see what types of events you could be supporting!

Key Responsibilities

Event Setup & Support:

- Assist with setting up events.
- Welcome attendees at events, and ensure they feel comfortable.
- Support facilitators and staff during events.

Community Engagement:

- Actively participate in sessions (e.g. join conversations, take part in activities).
- Encourage a friendly and inclusive atmosphere.
- Help attendees feel seen, heard and valued.
- Be an advocate for House of Books & Friends, its partners and The Loneliness Project.

Event Close Down:

- Support clearing and resetting the space after events.
- Ensure the space is left tidy and ready for future use.

General Support:

- Answer basic questions from visitors (e.g. toilet location, what's on).
- Signpost attendees to relevant activities or support where appropriate.

What We're Looking For

We welcome volunteers from all backgrounds. You don't need prior experience, just the right attitude. Due to the nature of events, volunteers must be 18+.

We're particularly looking for people who are:

- Friendly and approachable.
- Good listeners with strong interpersonal skills.
- Reliable and punctual.
- Comfortable engaging with a wide range of people.
- Interested in community building and reducing loneliness.

Time Commitment

- Flexible, depending on your availability we will likely have a role for you.
- Typically, bookshop events take place during evenings or weekends, however there are some events during the day.
- Opportunity for long term volunteering commitments, for our regular Loneliness Project events such as Coffee & Connections.

What You'll Gain

- Experience supporting community and cultural events.
- Opportunities to meet new people from different backgrounds and build connections.
- Insight into the running of a community focused bookshop, cafe and event space CIC.
- The chance to make a real difference in tackling loneliness and social isolation.

Support & Training

- Induction and introduction to the HOBAB & gunnercooke foundation Team
- Ongoing support from staff
- Guidance for engaging with different audiences in a supportive and inclusive way

How to Apply

Please complete the application form below. You can also pick up a paper copy from House of Books & Friends, just ask a member of staff. Please return your completed application by email to admin@thegunnercookefoundation.com or hand it in to a member of staff at the bookshop.

[Event Volunteer Application & Diversity Monitoring Form](#)

Additional Information

This is a voluntary role and does not constitute employment. Reasonable expenses for travel may be reimbursed in line with our volunteer expenses policy.

Thank you for your interest in supporting House of Books & Friends CIC and helping us build stronger, more connected communities. If you would like an informal chat about the role, please get in touch with our foundation Community Builder, Lara, (lara.bland@thegunnercookefoundation.com)

Equal Opportunities & Diversity Statement

The gunnercooke foundation and House of Books & Friends are committed to equal opportunities and ensuring that all staff, volunteers, customers and other people with whom we deal are treated fairly and are not subjected to unfair or unlawful discrimination.

This policy is designed to ensure that current and potential volunteers are offered the same opportunities regardless of race, nationality, ethnic origin, age, religion or belief, sex, sexual orientation, marital status, domestic circumstances, disability, pregnancy, gender identity, civil partnership or any other characteristic unrelated to the performance of the job. We seek to ensure that no one suffers, either directly or indirectly, because of unlawful discrimination. This extends beyond the individual's own characteristics, to cover discrimination by association and by perception.

We recognise that an effective equal opportunity policy will help everyone to develop to their full potential, which is clearly in the best interests of both our volunteers and our business. We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity.

We expect everyone to be treated and to treat others with respect. Our aim is to provide an environment free from harassment, intimidation, or discrimination in any form that may affect the dignity of the individual.

We further recognise the benefits of celebrating individuals from a range of backgrounds, as this creates an environment where creativity and valuing difference in others thrives. We value the wealth of experience within the community in which we operate.

Positive Action

We also recognise that passive policies will not reverse the discrimination experienced by many groups of people. To this end, if certain groups are under-represented within our business, we will actively seek to encourage applications from those groups. Any measures taken to encourage applications should not be construed as positive discrimination. The decision as to which applicant is offered a post must be based entirely on the merit of the individual.

Policy Statement on the Volunteer Recruitment of Ex-Offenders.

This written statement on the recruitment of ex-offenders will be made available to all Disclosure applicants at the outset of the volunteer recruitment process.

The gunnercooke foundation and House of Books & Friends promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.

We select all candidates for interview based on their skills, qualifications and experience. As an organisation having contact with children and vulnerable adults, the gunnercooke foundation and House of Books & Friends are committed to the safe recruitment of any staff, casual workers or volunteers who may have contact with families or vulnerable people.

We recognise it is our responsibility to check that any adult should be appropriately vetted, and will therefore carry out, as a minimum, a Basic Disclosure check for relevant volunteers and staff members.

The gunnercooke foundation and House of Books & Friends will seek to comply fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a disclosure based on conviction or other information revealed.

Having a criminal record will not necessarily bar you from volunteering with us. This will depend on the nature of the role and the circumstances and background of your offences. Applicants are encouraged to provide details of any criminal convictions at an early stage in the application process.

Data Protection Statement

the gunnercooke foundation and House of Books & Friends may ask for some personal details from our staff and volunteers. This ensures that we can contact you and take account of your Health & Safety.

The gunnercooke foundation and House of Books & Friends take our responsibility for looking after information seriously. We follow the Data Protection Act 2018 at all times when asking for or handling your information including:

- Personal data shall be processed fairly and lawfully
- Data is processed only for the purpose(s) for which it was collected
- Data is adequate, relevant and not excessive
- Data is accurate and kept up to date
- Data is not kept longer than necessary
- Data is kept secure against unauthorised access and loss or damage

Sometimes sensitive information may also be asked for e.g. health information. We will always ask for explicit consent before collecting or using this information.

A copy of this statement will be brought to the attention of all employees and volunteers.



❁ Thank You!

Thank you for expressing an interest in becoming a volunteer, and helping us to Do Good Faster.

Contact Information



House of Books & Friends
07597 365380



Staff Contact Email
lara.bland@thegunnercookefoundation.com



Website
www.houseofbooksandfriends.com
www.thegunnercookefoundation.com

Follow Us



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Address & Opening Times

House of Books & Friends
81 King Street, Manchester, M2 4AH

Opening Hours

Monday to Saturday: 9:00 AM – 6:00 PM
Sunday: 11:00 AM – 5:00 PM

the gunnercooke foundation

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