



West Ealing Library Specialist Skills Volunteer Role Description

West Ealing Library benefits from volunteers with a wide range of specialist skills that support our events, digital presence and community projects. Specialist Skills Volunteers can often contribute remotely as well as in-person, depending on the type of work.

These roles might include: Digital Champion, Graphic Designer, Video Editor, Content Writer, IT Support, Photographer, Marketing and Communications, Data/Research, Fundraising, or other skills that can help the library and its events. We welcome any other ideas you may have to support the library or the CIC who run it.

About the role

As a Specialist Skills Volunteer you may be:

- Acting as a **Digital Champion**, helping visitors build confidence with computers, mobile phones, online forms or video calls, either in scheduled 1-to-1 sessions or small group drop-ins.
- Creating simple **how-to guides** (with screenshots and plain-English steps) for common tasks such as using email, booking GP appointments online, or accessing council services, which the library can print or share digitally.
- Working as a **Graphic Designer**, creating posters, flyers and social media graphics for events (e.g. exam-time hours, children's activities, seasonal events, new services).
- Developing consistent **templates** for leaflets, newsletters and presentations so the library has a recognisable visual identity.
- Acting as a **Video Editor**, producing short clips to promote events, explain how to use the library, or highlight volunteer stories that can be shared on the website or social media.
- Supporting as a **Content Writer**, drafting news updates, blog posts, volunteer spotlights, event descriptions and clear information for the website or printed materials.
- Helping with **Digital Champion** behind the scenes, such as advising on basic system setup, testing new tools (booking forms, mailing lists, surveys).
- Volunteering as a **Photographer**, taking high-quality photos of events, activities and the building (following consent and safeguarding rules) so the library has a strong image library.
- Using **data and research skills** to:
 - Set up simple surveys to gather feedback from visitors and volunteers.
 - Analyse attendance, event feedback or membership data to identify trends and opportunities.
 - Present findings in clear summaries or dashboards that help the library make decisions.

- Supporting **fundraising**, e.g. identifying small grant opportunities for community libraries, helping draft simple applications, or creating fundraising materials for local appeals.
- Many of these tasks can be done remotely, with occasional visits to the library for meetings, photos or events

Who you are

- You have one or more specialist skills that could support the library's aims (for example design, IT, communications, research, fundraising, content creation or photography).
- You are confident using your skills independently but also open to feedback and collaboration with the library team.
- You are organised and able to meet agreed deadlines, especially for time-sensitive work like event promotion or funding applications.
- You are comfortable working remotely using email, shared documents or online meetings where needed.
- You are committed to using your skills to benefit the local community and align with the library's values.

Benefits to you

- Use and develop your professional or creative skills in a real-world community setting.
- Build a portfolio of work (for example designs, videos, written pieces, campaigns or research summaries) that you can reference for study or employment.
- Gain experience working with a community organisation and seeing how your contribution helps the library reach more people.
- Flexible, often remote volunteering that can fit around work, study or caring responsibilities.
- We will provide a clear brief for each project, induction to the library and ongoing support.