



# **HAVEN DISTRIBUTION**

## Books to Prisoners

[www.havendistribution.org.uk](http://www.havendistribution.org.uk)

Volunteer name:

Volunteer start date:

Job title: Project Volunteer

Hours: 3 hours per week over 3 months (preferred minimum)

Purpose of the job: To maintain and improve quality of service in the provision of books to prisoners.

### Tasks

(Delete as appropriate)

1. Maintain confidentiality of service users
2. Receiving and processing applications from prisoners within agreed timescales
3. Receiving and processing book orders within agreed timescales
4. Cataloguing donated books and updating catalogue for distribution to prisoners
5. Distributing information to HM Prisons and to relevant voluntary/statutory organisations
6. Developing and maintaining electronic and paper filing systems
7. Developing and maintaining the charity's website
8. Any other tasks appropriate to the post

Volunteer signature

Date:

Haven representative signature

Date: