

## Community Hub Volunteer Role Description

**Role Title:** Volunteer Keyholder (Community Hubs)

**Supported by:** Community Development & Equalities Team

**Role Purpose:** To ensure community hub buildings are secure and allow access to the building by organisations, groups or individuals as required.

**Location:** Various community hub locations across Thurrock. Each volunteer will be allocated a specific hub.

### Tasks and responsibilities

- Receiving relevant training that will provide an understanding on how to complete a risk assessment, adhere to health and safety, safeguarding and lone working requirements;
- Understanding and adhering to all policies or building protocols applicable to their respective community hub building;
- Assuming responsibility for the safekeeping of the key and its use at all times;
- Ensuring that all doors, windows, and other lockable areas where a shared key is held, are secured as they were upon arrival;
- Neither loaning nor making the key available to others;
- Reporting lost or stolen keys immediately to the Building Manager or Thurrock Council's Corporate Property Team where the Building Manager is not available;
- Returning the key to the Building Manager at the requested time;
- Ensuring that their use of the community hub building, including others that may access the building whilst they are the lone key holder (e.g. outside of standard opening times), adhere to the Equality and Diversity Statement.

### Skills and experience

- Information will be given about which keys operate which doors inside the buildings.
- Volunteers should be trustworthy and confident in being able to keep keys safe at all times.

### Time commitment

- This is an ad hoc role with no specific time commitments. Time will be agreed with the volunteer in advance.

### Council's commitment

- Any relevant training including information about the hub building and accordance with Equality and Diversity Policies.
- Reimbursement of any agreed expenses.

**This role requires a Disclosure and Barring Service (DBS) Check**