

# Thurrock Council volunteer role description

## Community hub keyholder

<b>Supported by</b>	Community Development and Equalities Team
<b>Role summary</b>	Making sure community hub buildings are secure and allowing access to the building by organisations, groups or individuals as required.
<b>Location</b>	Various locations across Thurrock. Volunteers are allocated a specific hub. Your preference will be taken into account – please state on your application.
<b>How to apply</b>	Complete the application form at <a href="http://www.thurrock.gov.uk/volunteering">www.thurrock.gov.uk/volunteering</a>

### Tasks and responsibilities

You will be expected to:

- receive relevant training that will provide an understanding on how to complete a risk assessment, adhere to health and safety, safeguarding and lone working requirements
- understand and adhere to all policies or building protocols applicable to their respective community hub building
- assume responsibility for the safekeeping of the key and its use at all times
- make sure all doors, windows, and other lockable areas where a shared key is held, are secured as they were upon arrival
- neither loan the key nor make it available to others
- report lost or stolen keys immediately to the Building Manager, or Thurrock Council's Corporate Property Team when the Building Manager is not available
- return the key to the Building Manager at the requested time
- make sure use of the community hub building, including by others that may access the building whilst they are the lone keyholder – for example, outside standard opening times – adheres to the Equality and Diversity Statement

### Skills and experience

You must:

- be trustworthy and confident in being able to keep keys safe at all times

Information will be given about which keys operate which doors inside the buildings.

### Time commitment

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

## **Support you will get**

We will:

- reimburse expenses, as agreed
- provide induction training
- provide relevant training, including information about the hub building and accordance with equality and diversity policies

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