

Thurrock Council volunteer role description

Community hub key holder

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| Supported by | Library service and Community Development and Equalities Team |
| Role summary | Making sure community hub buildings are secure and allowing access to the building by organisations, groups or individuals as required. |
| Location | Various locations across Thurrock. Volunteers are allocated a specific hub. |
| How to apply | Complete the application form at www.thurrock.gov.uk/volunteering |

Tasks and responsibilities

You will be expected to:

- maintain the hub building's lock and key system
- assume responsibility for the safekeeping of the key and its use at all times
- unlock the building and make sure all doors, windows and other lockable areas are secured, as they were upon arrival
- complete key holding records, where required
- know what to do in case of an emergency – training will be provided

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 fire warden, first aid appointed person, COVID-19 guidelines, hub building information, and accordance with equality and diversity policies

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