



LOCAL KEYHOLDERS WANTED

High Trees are seeking a reliable local keyholder available to cover evening and weekend bookings at our buildings. This will be a self-employed position as the hours will not be guaranteed each week (they will depend on our bookings). The pay will be £15 per hour, and if you are not already registered as self-employed, our team can explain the process for this.

Most of the work will be on weekday evenings, but sometimes you will be asked to cover weekend bookings when our weekend Caretaker is on holiday. You will only need to accept the shifts you are available for, but these will all be agreed at least two weeks in advance.

Please only apply if you are regularly available one or two evenings (or more) each week.

For the next 6 months, regular Monday & Tuesday shifts are available, so we would particularly like to hear from people who can do these shifts.

As a keyholder you will be required to:

- Attend sites in a timely manner, in advance of any bookings.
- Open and close our buildings when they are being hired or used to deliver services.
- Show hirers around the building so they are aware of health & safety requirements.
- Ensure hirers of the space have finished by their set time, that the site has been securely locked up and that any issues have been flagged to High Trees.
- Ensure that the building(s) have been left in a tidy and orderly manner.
- Ensure you keep your set of keys secure, not sharing them or making any unauthorised copies.

For bookings of two hours (or less) you will be expected to remain on site should hirers require any assistance during the booking. For longer bookings, or for regular hirers who are familiar with the High Trees buildings, we can discuss whether your preference is to remain on site throughout the booking and undertake other light housekeeping duties, or receive a lower 'on call' fee to ensure you remain within 20 minutes of our sites throughout the booking should our hirers need any assistance during their booking time (which happens infrequently, but it is important to ensure someone is able to be onsite very promptly if it does).

HOW TO APPLY

Please complete the short application form as well as the applicant monitoring form and send them to admin@high-trees.org with 'Keyholder' in the subject line. Alternatively, you can also pick up a copy of the application form and return it to the High Trees Hub when completed.

We will be accepting applications on a rolling basis, until the post is filled.

If you have any questions about the role or High Trees, please contact: admin@high-trees.org