



Volunteer Keyholder

The Pearl Exchange is looking for 18-35 year olds to join our amazing team of Volunteer Keyholders!

Volunteers are an integral part of The Pearl Exchange. As a Keyholder, your contribution will allow us to offer more workshops and events and expand our opening hours. In exchange for your time, you'll get to access our building out of hours, receive useful training and gain work experience to boost your CV and help with your career goals.

Keyholder responsibilities:

- To complete a number of online training programmes in safeguarding and fire safety, which are necessary for the role
- Opening and closing The Pearl Exchange building
- Welcoming and checking in participants
- Assisting workshop hosts if necessary
- Making participants feel welcome and at ease
- Keeping the premises clean and tidy

What you'll get from us:

- Access to The Pearl Exchange hub out of session times
- Support and guidance on your career path, CV and future plans
- Mentorship to improve your skillset and confidence
- Opportunities to participate in additional training to build your employability skills
- Being part of a vibrant, dynamic team

Person specification:

- Age 18 - 35
- An interest in the work that we do at The Pearl Exchange
- A friendly, can-do attitude
- Good communication skills

Apply here: <https://thepearlexchange.org.uk/volunteer>

Please note all volunteers will be required to undergo a full DBS check and provide two suitable references.