**COVID-19 JOB DETAILS – VOLUNTEER JOBS**

The purpose of this form is to enable BHCC to capture the details of voluntary work required by our services and voluntary partners across City. If you have any further details, please attach these to the form. Please send this form to:

Kat Zwierzchowski, HR Consultant, / HR and OD /Brighton and Hove City Council

email: kat.zwierzchowski@brighton-hove.gov.uk phone: 07702622439

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| **SERVICE / ORGANISATION DETAILS** | |
| **Name or service / organisation:** | |
| **Contact name:** | **Contact details:** |
| **INFORMATION ABOUT THE WORK** | |
| **Job Title / Nature of work** | |
| **Number of volunteers needed** | |
| **Minimum hrs we can take on:** | **Maximum hrs we can take on:** |
| **Weeks / days needed:** | |
| **Location:** | |
| **Reporting to (if different from above)**  **Name / job role / contact details** | |
| **Does the work require a drivers licence and vehicle?**   * **Yes** * **No** | |
| **DBS Disclosure requirements of current job:**   * **Basic Disclosure** * **Enhanced DBS** * **Enhanced DBS with Adults barred check** * **Enhanced DBS with Child barred check** * **Enhanced DBS with Child & Adult barred checks** * **Standard DBS** * **Not applicable** | |
| **Do you require a qualified First Aider?**   * **Yes** * **No** | |
| **Is equipment provided? ( include PPE here)** | |
| **Key requirements for the job:** | |
| **Any specific skill requirements:** | |
| **Minimum training requirements ( if any)** | |
| **Does the work involve activity that restricts whether it can be undertaken safely by an individual on health grounds, e.g. higher risk of infection, heavy lifting?** | |
| **What training will be provided? ( refer to the COVID 19 - Induction Programme Checklist)** | |