



Reading Hydro CBS

People lead - Role description

Purpose of role

- To ensure that Reading Hydro recruits, manages and supports sufficient volunteers with the appropriate skills and experience to enable the Society to operate safely and effectively
- To help maintain the supportive and collaborative culture of Reading Hydro.

Main responsibilities of role

- Liaise with volunteers, including directors, to ensure that the additional policies and procedures required for the Volunteer Handbook are produced, reviewed and approved and that the Handbook is kept up to date.
- Be the main contact for any volunteer with a grievance and ensure that the grievance and disciplinary procedures are followed.
- Carry out investigations, meetings or hearings related to a grievance or disciplinary action or support others who are doing so.
- Make sure that all concerns raised by volunteers are followed up and that any agreed actions are completed.
- Set up succession planning for key roles, liaising regularly with all directors and team leads to understand when successors may be needed.
- Ensure that Slack channels and GDrive are organised and permissions updated, and that controls and processes are in place to ensure personal data are kept confidential.
- Provide a written report to the Reading Hydro directors ahead of each board meeting and attend all board meetings.

Additional responsibilities if appointed as People director

- Participate fully in the shared decision making of the Reading Hydro directors.
- Take part in working groups of Directors on specific topics, as needed.

Integration in the Reading Hydro team

- Will work alongside the other leads/directors responsible for: operation & maintenance (O&M), finance, communications, education, compliance, digital.
- Work closely with the Volunteer document manager and Volunteer coordinator.
- May have other volunteers working with them to cover the responsibilities of the People team.

Working arrangements

- Flexibility for you to work remotely at any time of the day when liaising with other teams on volunteer matters and working on documents
- 2-hour monthly board meeting (currently on Zoom), ad hoc board meetings as needed.
- Meetings via zoom or in person with other directors/leads and the Recruitment and Volunteer coordinators
- Communications via Slack and email