



Reading Hydro CBS

Insurance Lead - Role description

Purpose of role

- To ensure that Reading Hydro maintains appropriate operational, public and employers' liability, and directors and officers, insurance cover
- To provide advice to volunteers on what is and is not covered by the insurance policy and obtain additional cover where necessary for specific activities

Main responsibilities of role

- Liaising with the insurance broker to obtain quotations for operational, public and employers' liability, and directors and officers, insurance cover in advance of the policy renewal dates and to extend the scope of the cover if necessary
- Providing the renewal or extended cover premium costs and a summary of the cover to the Board of Directors to seek approval to renew or extend the insurance
- Reading Risk Assessment and Method Statements (RAMS) to check whether the activities described are covered by the public and employers' liability insurance policy
- Responding to questions from volunteers about whether specific activities are covered by the public and employers' liability insurance policy.
- Liaising with other volunteers to obtain risk assessments, the annual accounts and other documents required by the insurer to renew or extend the scope of the insurance cover

Working arrangements

- Flexibility for you to work remotely at any time of the day when working on documents and liaising with the insurance broker
- Site visits to meet with other volunteers to help understand the scope of the activities described in a RAMS
- Meetings via zoom or in person with individual directors or the Board of Directors
- Communications via Slack and email