



Reading Hydro CBS Visits coordinator - Role description

Purpose of role

- To organise visits to the Reading Hydro site and on-site talks, for adult groups and individuals, hosted by Reading Hydro volunteers.
- To ensure visits and talks are run in accordance with agreed policies and processes.
- To keep materials for visits and talks up-to-date.
- To support and recruit visit hosts.

Main responsibilities of role

Visit or on-site talk requested by organised group of adults (eg professional group)

- Confirm visit with relevant Director, arrange date and time with group and hosts using standard booking and agreement templates, record details.
- Make sure the group understands Health & Safety and insurance requirements.
- Make sure that all hosts have access to visit materials needed on the day.
- After the visit, file signed agreement online, record feedback and share with hosts.

Group visits for individual members to book through Eventbrite

- Agree calendar of visit dates/times with relevant Director and hosts. Set up on Eventbrite and ask Social media lead to publicise to members.
- Make sure all hosts have a list of members+guests booked, and access to visit materials needed on the day.
- After the visit, note number of people who came, record feedback and share with hosts.

Materials for visits and on-site talks

- Keep visit materials, forms, tracking sheets, website information and Eventbrite information up-to-date.

Supporting and recruiting visit hosts

- Make sure all visit hosts have online access to visit materials, have read these and understand their responsibilities, particularly in relation to Health & Safety and insurance.
- Encourage hosts to discuss ideas or concerns about the role with Visits coordinator or Volunteer coordinator, and take into account their feedback.
- Work with Volunteer coordinator to recruit new visits hosts as needed.
- Talk through the role with potential hosts, and make sure they have online access to visit materials, as above.
- Arrange for each new host to shadow and talk to an experienced host, before hosting a visit.

Integration in the Reading Hydro team

- Contact on Reading Hydro board: Communications director
- Work closely with Communications director (or other designated Director or team lead). Discuss day-to-day developments and agree significant changes.

Working arrangements

- Flexibility to work remotely at any time of day when working on documents and liaising with groups and Reading Hydro volunteer hosts
- Meetings via Zoom with designated director and others, as needed.
- Get to know volunteer hosts in person or via Zoom, when time permits.
- Communications via Slack and email