

RE-ORGANISATION OF HR AND VOLUNTEERING AND SUPPORT SERVICES

Dated 28th OCTOBER 2020



INTRODUCTION

This paper is intended to provide details of plans to re-shape the management and support structures within both the human resources and volunteering and support services departments. This opportunity has arisen following our current Volunteering & Community Engagement Manager's offer to take voluntary redundancy.

PLANNED CHANGES

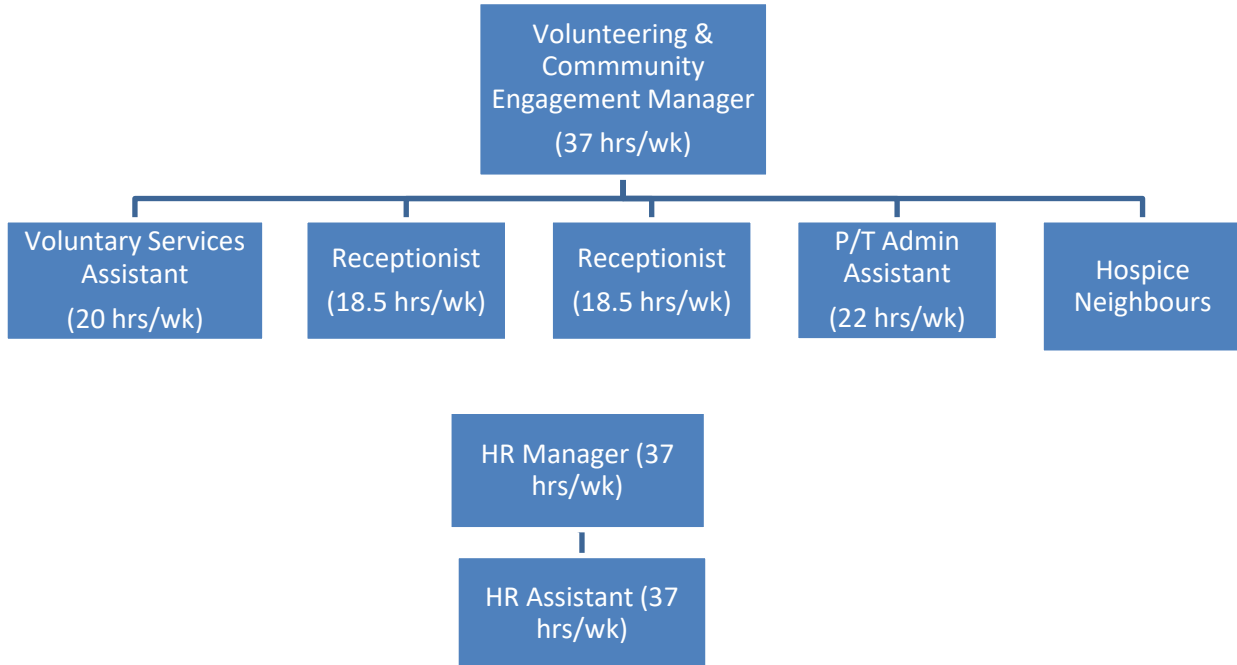
The existing and revised structures for HR and Volunteering and Support Services are set out in appendix 1.

In summary, they are:

- The establishment of a revised HR & Volunteering Department overseen by the new role Head of HR & Volunteering focussing on developing the potential our staff and volunteers;
- New reporting lines for reception, volunteering and administrative support to the Board of Trustees.
- The removal of the existing Volunteering & Community Engagement Manager role;
- An indefinite delay in the establishment of a 'Compassionate Communities' project due to funding challenges.
- The Current HR Administrator Role will take on day to day supervision of the Reception Staff. The Volunteer Supervisor role will take on responsibility of the p/t Admin Assistant and ideally increase the hours by 5 per week. Both existing incumbents are matched into these roles.
- These changes will be implemented by the end of November 2020.

Appendix 1 Existing & Revised Structures

Existing



Revised

