

Policy & Governance Volunteer, Harefield
Hillingdon Narrowboats Association
(Harefield and home-based, meetings by arrangement)

Hillingdon Narrowboats Association is a volunteer-led charity based in Harefield, providing affordable and accessible narrowboat experiences for local people, community groups and organisations. Our boats enable people of all ages and abilities to enjoy the waterways, spend time together and experience something they may not otherwise have the opportunity to do. Our work helps bring people together, reduce social isolation and support wellbeing, while ensuring that Hillingdon's canal heritage remains accessible to the wider community.

We are looking for an organised, methodical and thoughtful volunteer who can help us keep our policies and governance arrangements clear, current and well organised. You may have experience in charity governance, policy, compliance, administration, HR or another regulated environment, although this is not essential. We particularly welcome someone who enjoys researching information, writing clearly, working with detail and supporting others to put good governance into practice.

- Role responsibilities:
- To support HNA's trustees in keeping the charity's policies, procedures and governance records clear, up to date and well organised so the charity can operate safely, responsibly and effectively.
 - Help maintain a clear register of HNA policies, procedures, approval dates and review dates.
 - Support trustees by reviewing existing policies and suggesting updates so documents remain clear, consistent, current and practical.
 - Research relevant guidance and good practice and provide concise summaries to help trustees consider any changes needed.
 - Help draft new policies, procedures or simple guidance where trustees identify a gap or an area that needs strengthening.
 - Keep approved governance documents organised, with clear version control and accurate records of approvals and updates.
 - Assist with preparing governance checklists, papers and supporting information for trustee meetings and periodic reviews.
 - Help communicate agreed policy changes to volunteers and develop simple guidance or checklists where these would make policies easier to follow.
 - Highlight potential gaps, inconsistencies or areas of risk to trustees for consideration, recognising that formal governance and legal decisions remain the responsibility of the trustees.

Skills and attributes required: Strong written communication skills; good attention to detail; basic IT skills including email and Word or similar packages; confidence carrying out online research; and the ability to organise, review and summarise

information clearly. Experience of charity governance, policy writing, compliance, administration, HR or document control would be helpful but is not essential. An understanding of confidentiality and GDPR/Data Protection is important. Organised, methodical, reliable and trustworthy, with excellent attention to detail and good judgement. You should be able to communicate clearly, handle information sensitively, work independently and as part of a team, and be comfortable raising questions or highlighting gaps constructively. Patience, discretion, an open mind and a willingness to learn are important.

Training and support given:	A friendly induction will be provided, including an introduction to HNA, our boats, our charitable aims, our trustee structure and the policies and procedures currently in place. You will receive guidance from trustees on HNA's document arrangements, review priorities, confidentiality and relevant governance requirements. Support will be available as you review or draft documents. Any training needed for the role will be provided free of charge. You will be supported by/ report to HNA Trustees and the designated governance lead.
Benefits of volunteering:	You will have the opportunity to develop practical experience in charity governance, policy review, research and document management while supporting a friendly, volunteer-led local charity. The role can help build skills in writing, analysis, organisation and working with trustees, while giving you an insight into how a small charity is governed. You will be able to see the direct impact of good governance in helping HNA operate safely and effectively for its volunteers and the community. A reference can be provided after a sustained period of regular volunteering.
Policies / codes of practice:	Volunteers are asked to read and follow HNA's relevant policies and procedures, including our Code of Conduct, Volunteering Policy, GDPR/Data Protection requirements and Safeguarding Policy. As this role may involve access to internal governance information, confidentiality and careful handling of documents are particularly important. Any role-specific requirements will be explained during induction.
Commitment:	This is a flexible role with no fixed minimum time commitment. Volunteers are welcome to contribute as much or as little time as they are able, either by helping with individual policy reviews or by supporting our wider governance programme. Some tasks may only take an hour or two, while others may continue over several weeks. Regular involvement where possible is helpful for keeping reviews, actions and document updates moving forward. Many tasks can be completed from home at a time that suits you. Volunteers are also welcome at our Harefield canal side office and workshop on Wednesdays and Thursdays (between 10am and 4pm). You may occasionally be invited to relevant trustee meetings by arrangement.

- Other:
- Minimum age to apply for this role is 18 years and over.
 - Expenses can not be claimed.
 - References are not required.
 - A basic DBS will be undertaken by HNA (passport, driving licence, proof of address required).
 - The Boathouse is served by public transport; nearest bus stop is 15 minutes' walk away and the nearest train stations are Rickmansworth (2 miles) and Denham (2½ miles).
 - Limited parking is available at our Harefield base, including accessible parking.
- To apply:
1. Visit [volunteering | Volunteer Hub | H4ALL](#) and download or print an application form OR Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post
 2. Send your completed form by email to volunteerhub@h4all.org.uk OR post to H4ALL, Volunteer Development Team, Key House, Yiewsley, UB7 9BQ
 3. Call 01895-676-111 to speak to a member of the H4ALL volunteering team in person