

Women@Tech

Women@Tech job description: Chief People Officer

Women@Tech is seeking a passionate and driven People Officer to cultivate an exceptional experience for our incredible volunteers committee members. You'll be the champion of their growth, recognizing their contributions, and ensuring they feel valued and motivated throughout their journey with us. This role is central to building a thriving volunteer community that fuels Women@Tech's mission. We expect the People Officer to boost operations effectiveness and maximise joy within the committee.

In this role you will develop the People Officer function with the following responsibilities:

- **Performance Management:**
 - In collaboration with the COO, develop and implement a clear performance management framework for tracking, recognizing and celebrating committee members' achievements. (OKRs, Awards)
 - Create systems for providing constructive actionable feedback and support to volunteers as needed, fostering continuous improvement.
 - Design and conduct semestral performance reviews tailored to the volunteer context.
- **Progression & Development:**
 - Continuously update Women@Tech Org Chart ; Identify opportunities for volunteers to take on new challenges and expand their skillset within Women@Tech.
 - Create clear pathways for volunteers to progress into new roles or responsibilities
 - Source and facilitate relevant training and development opportunities to support volunteer growth.
 - Support volunteers' exit with clear succession planning in collaboration with the Recruitment Manager
- **Rewards & Recognition:**
 - Design and implement a comprehensive volunteer recognition programme (Awards, LinkedIn referrals)
 - Identify creative and meaningful ways to acknowledge and reward volunteer contributions (e.g., spotlighting achievements, public acknowledgment through Awards nominations, Speaker Opportunities, small tokens of appreciation).
- **Motivation & Engagement:**
 - Develop strategies to maintain high levels of motivation and engagement within the volunteer community and reduce churn.
 - In collaboration with the Events & Networking pillar organise engaging events and initiatives to foster a strong sense of community and belonging within the committee.
 - Conduct regular surveys and listening sessions to understand volunteer needs and preferences.
- **Collaboration:**

- Work closely with Chairs and pillar leads to ensure alignment between volunteer roles and organizational needs.
- Partner with the Recruitment Manager to ensure a smooth onboarding experience and ongoing support for volunteers.

What you'll need to succeed:

- **Passion for Volunteerism:** A genuine belief in the power of volunteering and a commitment to supporting volunteers.
- **Experience in People Management/People Operations:** Proven experience in performance management, ideally within a volunteer-driven organization or a setting with a strong emphasis on employee engagement.
- **Strong Communication & Interpersonal Skills:** Excellent written and verbal communication, with the ability to connect with diverse individuals.
- **Creativity and Innovation:** A knack for developing creative solutions and implementing engaging initiatives.
- **Empathy and Emotional Intelligence:** The ability to understand and respond to the needs and motivations of volunteers.
- **Data-Driven Approach:** Comfortable using data to track progress, measure impact, and inform decision-making.

What you'll get from us:

- Great experience working in a collaborative fun team
- Varied projects with a high degree of autonomy
- The opportunity for development with strategic experts
- Technical and Industry Knowledge, industry awareness, DEI expertise
- The commitment to treating everyone equally, without any discrimination

Time commitment:

- Bi-weekly meeting with Chairs
- Monthly Committee meeting
- Monthly Connects with Pillar Leads
- Approximately 2-3 hours per week

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