



Hopefield Animal Sanctuary, Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ

www.hopefield.org.uk

01277 2011110

office@hopefield.org.uk

Registered Charity No. 1181186

"Saving Animals Together Since 1983"

Volunteer Coordinator Job Description

Location: Brentwood, Essex

Wages: £25,000 per annum

Days / Hours: 9am - 5pm, Monday - Friday. Weekend once a month with days in lieu

Hopefield Animal Sanctuary was established in 1983 to rescue neglected, abused, and unwanted animals. We are now home to over 600 residents ranging from farm animals, equine, small animals to reptiles and exotic birds and mammals. As a registered charity, the work volunteers do is invaluable to us.

The ideal candidate will share the sanctuary's ethos and have a passion for animals and their welfare. We're looking for a hard-working, dedicated person who's friendly and approachable, to run our volunteer programme. You'll need to be organised and sensitive to the demands of working with volunteers. Ideally, you would have some experience within this field. The ability to make volunteer positions sound fun, exciting, and rewarding is a must.

Responsibilities:

- Be familiar with the sanctuary's work, ethos, and animals
- Deliver targets and goals for volunteers
- Recruit and select all volunteers
- Work with our CEO to create and maintain a volunteer rewards programme
- Become familiar with all aspects of volunteering at the sanctuary
- Keep records of all volunteers
- Assist with volunteer training and development (induction and position-related)
- Provide support to volunteers
- Develop up-to-date support material, including information sheets, handbook, and volunteer WhatsApp group chat
- Volunteer roles / duty coverage
- With the Managers, identify where new volunteers are needed and fill those positions

- Identifying and developing new and exciting volunteering positions
- Maintain the volunteer rotas
- Ensure that all volunteers are fully briefed and equipped for their duties
- Ensure that weekend volunteers are adequately supported (this will mean that SOME weekend work is required)
- In conjunction with the relevant Operational Manager, ensure that volunteers are happy, and provide regular feedback to the volunteers' manager
- Ensure that problems encountered by, or with, volunteers are dealt with promptly and the outcome is communicated with the managers and CEO
- Keeping up to date with current legislation and work by the charity's policies

Benefits:

- Pension scheme
- 28 days paid holiday (inclusive of bank holidays and pro-rata)
- Branded uniform provided
- Internal and external training provided (as required)
- Discounts in Max's Café and gift shop
- Free parking

To apply, please email your CV and cover letter to office@hopefield.org.uk