



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

**Website:** [www.hopefield.org.uk](http://www.hopefield.org.uk)

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Registered Charity Number: 1181186

*"Saving Animals Together Since 1983"*

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## **Deputy Animal Sanctuary Manager Job Description**

**Please note only candidates with relevant experience will be considered.**

**Contract type:** Full-time, permanent

**Days/Hours:** 5 days (TBC), 32.5 hours a week (1.5 hours unpaid breaks per day)

**Salary:** £25,500

**Location:** Brentwood, Essex

### **About us:**

Hopefield Animal Sanctuary is a long-established charity, based in Brentwood, and has been running for nearly 40 years. We provide a forever home to around 600 rescued, neglected, and unwanted animals. Initially, we started rescuing horses and goats on our 53-acre site. We're now home to rescued farm animals, equines, birds, and more recently (sadly) – exotic animals.

To help raise funds to continue doing the vital work we do, the sanctuary is open to the public. We use this to showcase our beautiful animals, to tell people their stories, and help them realize they are not a throw-away commodity.

### **The job details:**

This is a great opportunity for the right candidate and is incredibly rewarding being able to see the transformation in animals that have been through so much in their previous lives, now living happily and care-free at the sanctuary. Hopefield has expanded a lot over the last 10 years and now feel it's time to add to further strengthen our management team. Animal experience is not essential as we are looking to manage our humans.

### **About you:**

We're looking for the right person to join our management team and become a real part of the sanctuary. You will need to share our ethos, beliefs, and goals.

### **You must:**

- Have at least 2 years relevant experience
- Be hard-working and willing to muck in
- Be dedicated, with good time-keeping skills
- Be a natural leader

**The role:**

- Helping Lianne our general manager supervise our staff & volunteers
- Assisting our General Manager with hiring and any HR issues
- Help ensure our volunteers are well looked-after
- Help manage the health and well-being of our residents.
- Helping with the general day-to-day care of the animals including (but not limited to) cleaning, feeding, watering, and providing enrichment.
- Making sure the sanctuary is clean and ready for the public.
- Helping coordinate our seasonal staff
- Helping with events as part of our management team, including brainstorming new ideas

**Additional information:**

- Uniform will be provided, but you MUST have steel toe cap boots
- You will receive a discount in our plant-based café and gift shop
- We will require two references

**Benefits: Company pension, discounted food, on-site parking, sick pay**