



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

www.hopefield.org.uk

01277 201110

office@hopefield.org.uk

Registered Charity Number 1181186

“Saving Animals Together Since 1983”

Volunteer & Community Manager Job Description

Days: 5 days a week

Hours: 35 hours total (8am – 4pm or 9am – 5pm with 1-hour unpaid lunch)

Salary: £28,000 per annum

Contract: Permanent

Location: Hopefield Animal Sanctuary, Brentwood

At Hopefield Animal Sanctuary, we provide a forever home to hundreds of rescued animals, each with their own story and second chance at life.

As a charity that receives no government funding, everything we do is made possible by our incredible community — from visitors and supporters to the dedicated volunteers who give their time to help us care for our residents.

We're now at an exciting stage of growth, and we're looking for someone who can help us build something truly special.

The Role

This isn't your typical volunteer coordinator role.

We're looking for someone who can take ownership of our volunteer programme and grow it into a thriving, engaged and reliable community. Someone who can bring energy, ideas and momentum — and help us build a team of volunteers that truly makes a difference every single day.

What You'll Be Doing

- Leading the recruitment of new volunteers through outreach, partnerships and local engagement
- Building strong relationships with businesses, colleges, schools and community groups
- Organising inductions, onboarding and volunteer rotas
- Creating a positive, rewarding volunteer experience to improve retention

- Supporting the day-to-day running of the sanctuary by strengthening volunteer support
- Assisting with events and enhancing the overall visitor experience

What Success Looks Like

- A thriving volunteer team of 60+ active individuals
- 250–400 volunteer hours contributed each week
- Strong, ongoing partnerships within the local community
- A noticeable reduction in pressure on the core staff team

About You

- Experience in volunteer coordination, community engagement or similar
- Confident reaching out, building relationships and representing the sanctuary
- Proactive, organised and able to take initiative
- Energetic and driven, with a genuine passion for making an impact
- A love for animals and alignment with our values

What You'll Get

- The opportunity to shape and grow a key part of the sanctuary
- The chance to see the impact of your work quickly and clearly
- A meaningful role within a passionate, purpose-driven team
- 28 days annual leave
- Enrolment into our pension scheme
- Free on-site parking
- Staff discount in Max's Café & gift shop

How to Apply

Please email office@hopefield.org.uk with a copy of your CV and cover letter (both essential), which includes a short answer to the following question:

How would you bring in 50 new volunteers within your first 3 months?