



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

www.hopefield.org.uk

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Registered Charity Number 1181186

“Saving Animals Together Since 1983”

Office Administrator (Maternity Cover) Job Description

Location: Brentwood, Essex

Contract: Maternity Cover (9–12 months, with potential to become permanent)

Start Date: ASAP

Hours & Pay:

- **Days:** Saturday, Sunday + 3 weekdays
- **Hours:** 9:00am – 5:00pm (1-hour unpaid lunch break)
- **Pay:** National Minimum Wage + 50p per hour

About Us

At Hopefield Animal Sanctuary, we provide a safe and loving home for nearly 700 rescued animals. From horses and donkeys to reptiles, rabbits, birds and farm animals, every resident has their own story—and every member of our team plays an important role in helping them thrive.

As a busy and growing sanctuary, we rely on the dedication of compassionate staff and volunteers to help keep everything running smoothly behind the scenes.

The Role

We're looking for a friendly, organised and proactive Office Administrator to join our small office team on a maternity cover basis.

This is a varied and rewarding role where no two days are the same. You'll be helping support the sanctuary's daily operations, communicating with supporters and visitors, coordinating admin tasks, and assisting with fundraising and events that directly help our rescued animals.

Key Responsibilities

- Managing bookings for **Hopefield Boarding for Small Animals**
- Preparing and sending sponsorship packs and supporter mail-outs
- Assisting with gift shop stock management
- Managing admin for our **Save a Life Campaign**, including:
 - Updating mailing lists
 - Managing the Facebook group
 - Scheduling and posting regular content

- Responding to visitor enquiries and booking confirmations
- General office administration, including filing, data entry and communications
- Supporting the organisation and promotion of events and fundraisers

What We're Looking For

We'd love to hear from someone who is:

- Organised, reliable and hardworking
- Friendly and confident communicating with the public
- Able to manage multiple tasks in a fast-paced environment
- Self-motivated and proactive
- Competent using computers and social media platforms
- Passionate about animal welfare and the work we do
- Experienced with administrative work

Why Join Hopefield Animal Sanctuary?

This is more than just an office job—it's an opportunity to make a genuine difference to the lives of rescued animals every single day. You'll be joining a passionate and supportive team where your work has real purpose, helping to support the care of hundreds of animals.

What You Get

- 28 days annual leave
- Company pension
- Staff discount in our gift shop and Max's Café
- Branded uniform
- Free parking on-site

To apply, please send your CV and a short covering email explaining why you'd like to join the team to: office@hopefield.org.uk