

Volunteer Coordinator Part-time



Information for Candidates April 2022



Wadars Animal Rescue & Rehoming

Hangleton Lane
Ferring
Worthing
West Sussex BN12 6PP

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INFORMATION TO CANDIDATES

VOLUNTEER COORDINATOR

Dear Applicant

The following information is intended as a useful guide to applicants considering joining Wadars. Full details are supplied with an offer of appointment.

Wadars

Set in 15 acres of the beautiful South Downs in Ferring, West Sussex, Wadars is a leading animal rescue charity and has been providing protection of animals of all kinds in need of care and attention by reason of sickness, maltreatment, poor circumstances or similar causes since 1969. As a registered charity, we rely almost entirely on donations, legacies and fundraising from within the community that we serve.

Wadars rescues and rehabilitates around 1,500 wildlife and re-homes over 400 companion animals (pets) every year. Our team of mobile animal rescue officers respond to calls from the general public where animals are in peril and, during the summer months, can receive more than 50 calls a day.

After 50 years of working with commercial kennels, catteries and other wildlife units, we have now obtained full planning permission for the development of a comprehensive rescue and rehoming centre. This will take time – and money – to complete and in the meantime, we have created a small but well equipped wildlife unit with associated aviaries and built the first phase of our cattery.



We work tirelessly to provide rehabilitation of wild animal casualties and their integration back into their natural environment. We also provide a mobile animal rescue service, with a fleet of three animal ambulances, responding to distressed, injured and displaced wild animals in our community.

Volunteer Coordinator – part-time

We are seeking a Volunteer Coordinator to be responsible for co-ordinating all of the volunteering opportunities throughout our work at the Centre and in the community.

In this role you will recruit, select and induct new volunteers, providing support throughout their volunteer journey with us. You will play a key role in ensuring best practice is followed, achieving high volunteer standards. You will build relationships with staff across all our teams to help identify volunteering opportunities and be the key point of contact for all volunteer activity.

You will have a good understanding of customer care and the role of volunteers in an organisation, including their integration, management and motivation. You'll have excellent communication skills, both written and verbal, and strong leadership skills with ability to engage and work effectively with groups of people with varying backgrounds and skill levels.

You will need a positive attitude, methodical approach to work and have the ability to work under your own initiative. But above all a passion and commitment to work and the goals of Wadars. A full, UK driving licence is also required.

General

You will be part of the public face of Wadars and you will be in close contact with the community both directly and indirectly. It is an essential element of the job that the people who we serve are treated efficiently and effectively but, most of all, with kindness, compassion and understanding.

Working within in animal welfare can be physically and emotionally demanding; a high degree of emotional stamina and the ability to cope with animal euthanasia, cruelty and neglect is essential.



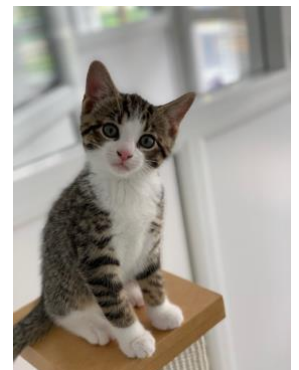
Terms and Conditions

- The role is being offered on a part-time basis of 20 hours a week. The salary offered is based upon £19,110 per annum for a full time role; the actual salary offered is £10,920.
- A role description and person specification is included in this pack.
- The Charity operates a contributory pension scheme through Scottish Widows for eligible staff.
- The Charity is unable to contribute towards the cost of relocation if this is necessary.
- As part of the induction procedure for employment, we ask successful candidates to complete a pre-employment medical questionnaire.
- To comply with legal requirements, we ask all potential employees to prove their eligibility to work in the UK. No offer of employment will be made until eligibility to work in the UK has been verified.
- Any offer of employment will be subject to the receipt of at least two satisfactory references. Referees are people who can comment on your suitability for this position, other than a relative. Ideally this should be work (or volunteer) related to the post you are applying for. This must include your current or most recent employer or volunteer placement.
- We are an equal opportunities employer and welcome applications from all backgrounds.

How to Apply

Applications must be made on our application form returned by email to enquiries@wadars.co.uk. We do not accept CVs.

Closing date for applications is 12 noon on Friday 29th April 2022. However, the Charity reserves the right to appoint before the closing date so early application is strongly encouraged.



**Thank you for your interest in
working at Wadars**

ROLE DESCRIPTION

JOB TITLE:	Volunteer Coordinator
CONTRACT:	Permanent – part-time
REPORTS TO:	Operations Director
LOCATION:	Wadars Animal Rescue Centre in Hangleton Lane, Ferring, with extensive travel around the surrounding area

PURPOSE OF THE JOB

To proactively support the animal welfare, fundraising, and administrative functions of Wadars through the effective recruitment, retention and development of volunteers.

MAIN DUTIES

This is not an exhaustive list but an outline of the main duties for the post-holder. Working collaborative with staff and key volunteers:

- Identify volunteering opportunities throughout the Charity
- Create role and person descriptions appropriate to the individual volunteering roles
- Recruit, select and induct volunteers and volunteer team leaders ensuring best practice throughout
- Assist members of staff and volunteer team leaders to ensure they support, direct and thank volunteers recruited to their areas of work, to ensure those volunteers effectively contribute to the Charity and feel valued
- Identify training and support needs of volunteers and assist in development and delivery of relevant and appropriate training, support and other activities
- Take a leading role in communicating with the network of Wadars volunteers including the development of a volunteer newsletter and contributing to the Wadars supporters' newsletter, website and social media
- Ensure that all volunteers are thanked, both individually and as a group; organising volunteer meetings and 'thank you' socials throughout the year
- Keep abreast of the law regarding volunteering and comply with requirements
- Network with other volunteers coordinators and support agencies to establish best working practices
- Maintain a volunteer database, schedule of volunteer opportunities and vacancies and other records as requested to enable effective statistical data to be collated

General

- Be aware of the philosophy of Wadars and behave as a fit representative
- Maintain good public relations and help to maintain a high profile for Wadars raising the public awareness of the importance of volunteers and donations to the continuance of the work of Wadars

- Maintain regular and effective liaison with staff and volunteers to ensure good working relationships
- Meet agreed objectives, undertake an annual performance review and undertake training as required
- Be flexible and willing to take on or assist with special projects or other reasonable duties as requested by Operations Director or Chief Executive
- While at work all staff are required to take care of their own health and safety and that of others who may be affected by their acts and omissions
- To be aware of and comply with the requirements stated within the Charity Staff Handbook and other policies and operational procedures as issued from time to time

Additional information

- The post holder will be required to travel throughout Worthing and the surrounding district. A full driving licence and the use of a reliable, suitably insured car are essential
- The post holder will be required to work very flexibly, responding to the workload of the Charity and the tasks to be completed including some evening and weekend working

Variations

This job description is a statement of the job content agreed in April 2022. It should not be seen as precluding future changes. This job description will be reviewed annually during the Appraisal process, to take into account the need for change in the services, role and activity.

April 2022.

VOLUNTEER COORDINATOR PERSON SPECIFICATION

Education and Training

- Good standard of general secondary education
- Sound IT skills (Word, Excel, internet and email); Publisher and database/CRM is desirable
- Experience of using social media

Qualities

- Enthusiastic self-starter and ability to work on own initiative and as part of a team
- Ability to stay calm under pressure and deal with all issues with tact and diplomacy
- Good at juggling tasks and prioritising
- Desire to show initiative
- Honest and trustworthy

Experience and Skills

- Strong relationship manager
- Ability to work across teams to achieve positive outcomes
- Excellent communication skills; written and verbal
- Good organisation, research and event planning skills
- Experience of working with/managing volunteers is desirable
- Previous experience of recruitment and induction of staff or volunteers is desirable
- Ability to achieve outcomes through others

Other requirements

- Empathy for the work of Wadars and its values
- High degree of emotional stamina and the ability to cope with animal euthanasia, cruelty and neglect
- Willingness to undertake training as and when required
- Willingness to work flexibly including evenings and weekends
- Car driver with full clean driving licence and regular access to a reliable and suitably insured vehicle

April 2022