



Candidate Pack Project Coordinator

About Us

Street Paws is a non-profit organisation that was founded in 2016 with the aim of providing free and accessible veterinary care and support services to pets of homeless people in the UK. We strive to bridge the gap between animal and human welfare services. Ensuring that pets are not left behind in the fight against homelessness.

Demand for our services is ever growing due to the impacts of cuts to public funding, rising private rents, limited social housing and cuts to housing benefit. Research has shown that many owners have been asked to give up their pet in order to get accommodation. Homeless people will rarely agree to go into a hostel without their pet choosing instead to remain in extreme vulnerability and deprivation on the streets.



We are always happy to discuss flexible working, part time hours and job share arrangements

Project Coordinator

Role Summary

This is a new position at Street Paws which has been created to support ongoing projects in the Greater Manchester region. The role involves assisting the Operations Manager in expanding current projects, such as incorporating hostels into our Dog Champion Scheme and developing the new volunteering scheme nationally. Responsibilities include recruiting volunteers, providing support and guidance, and fostering positive relationships to enhance the volunteer experience.

Role Description

Based in the Greater Manchester area, the Project Coordinator will be responsible for supporting the Operations Manager with the delivery, administration, and support of Street Paws' work nationally. The role will support the onboarding of new partners and the management of existing partners, including suppliers and contacts. They will be a point of contact for internal and external enquiries.

The Project Coordinator will support and develop our new volunteer programme, including recruitment and retention of volunteers, volunteer inductions, and training. Street Paws is a small team, and as such, we expect people to be highly flexible in their roles and willing to turn their hand to anything that needs to be done.

Responsibilities

- Promote the charity's work nationally.
- Respond to internal and external enquiries regarding the charity's projects and services.
- Actively seek out, develop, and maintain partnerships to strengthen the charity's projects.
- Ensure each onboarded partner is aware of our services.
- Support the Operations Manager in the expansion of the charity's projects to new partners and areas.
- Support the Operations Manager with the onboarding of hostels.
- Lead on the development of our volunteer programme.
- Responsible for all aspects of volunteer support; advice, guidance, recruitment, training, induction and onward volunteer management.
- Establish positive relationships with volunteers to ensure that they have a fulfilling volunteering experience.
- Design information gathering format for feedback, and statistics from partners and volunteers.
- Contribute content ideas and create copy for social media content, articles, blogs, and a quarterly newsletter for volunteers and supporters.
- Provide feedback to the Street Paws CEO to report on the charity's KPIs.
- Travel to hostel locations as required to support hostel partners and volunteers.
- Support partnerships across the Greater Manchester area and attend sessions to provide support for people with pets.

General Responsibilities:

- Safeguard the assets and reputation of Street Paws in all external communications.
- Comply with Street Paws standards of information governance, data security, and protection, and documented systems and procedures.
- Work within the policy framework of Street Paws, including the code of conduct, maintaining confidentiality, and safeguarding.
- Carry out any other duties as directed by the Director in support of the charity's aims.
- Adhere to finance procedures and ensure that records of expenditure are maintained accordingly.
- Show a commitment to equal opportunities and working with diversity in all aspects of work.
- Work closely with the Board of Trustees to ensure that we achieve our charitable objectives.

Personal Specification:

- At least 2 years' experience in a similar role with demonstrable experience in project coordination or volunteer management.
- Ability to prioritise and manage workload and multiple projects simultaneously.
- High levels of literacy, attention to detail, and problem-solving skills.
- Excellent interpersonal skills, ability to engage and inspire and build relationships with colleagues, volunteers and supporters.
- Ability to analyse data, conduct research and plan to make recommendations.
- Excellent IT and digital skills, and experience of using social media to create opportunities.
- Demonstrable determination and ability to work on own initiative. Positive and flexible attitude to work.
- Confident with animals in a range of settings.

How to apply:

Please send CV and cover letter to michelle@streetpaws.org.uk. Closing date Friday 20th September 2024.