

NEW ROLE

Job Description

Job Title:	Preventing Pet Relinquishment Project Manager
Department/Team:	Cat Welfare Team
Location:	Hybrid: home/Shelter/on site
Hours	FT 37.5 hrs pw
Line Manager's Title:	Charity Manager
Salary	£30,400 + manual vehicle
Pension	2.4% Employers Contribution

1. Overall Job Purpose

The purpose of this role is:

- to support Sheffield families in diverse communities struggling to keep their pet cats cared for, well, and in loving homes;
- to raise awareness among these communities about the importance of neutering and microchipping cats and, together with other external stakeholders, build strong and effective relationships;
- to improve wellbeing among pet cats, reduce unwanted behaviours and increase the number who are neutered and chipped, in order to reduce the number of cats being rehomed, as well as stray and feral cat populations.

This role will use Human Behaviour Techniques to identify which behaviours need to change to have the most significant impact.

2. Key Tasks/Job Description

- Engage with and establish relationships with external agencies e.g Housing Associations, Local Authority departments, LACs, foodbanks, and organisations working in areas of health, homelessness and promoting independent living, to support the scheme in broadening our reach into communities of interest.
- Within a defined area, lead on the four core planning strategies - i.e. locating the need, building trust and awareness, identifying barriers to change and designing appropriate interventions to develop a community engagement strategy and project plan.
- Establish a network of external stakeholder relationships with local vets, local authorities, housing associations and community groups in communities identified.
- Lead on engagement with members of diverse communities using a variety of communication methods.e.g. face to face, social media etc in order to raise awareness and promote neutering projects and encourage local support for improved welfare for owned and unowned cats.

- Engage with and support local TNR group services in the areas identified.
- Establish KPIs and reporting outcomes of the programme.
- Devise a volunteer recruitment strategy; to lead on the recruitment and support of volunteers who will act as champions for the project.
- Line manage and support the Project Coordinator.
- Commission the design and production of promotional materials, and establish and coordinate a social media presence for the project.
- Produce quarterly reports, feeding back to stakeholders (internal and external) about the progress the scheme is making and how it is achieving its aims and objectives.
- Organise and implement both cat neutering events and public events in the target location areas, involving members of vulnerable communities.
- Coordinate and support owners with direct vet visits across the areas identified.
- Explore working with Blue Cross / local supermarkets to provide cat food supplies if this is unavailable in food banks in the areas identified.
- Analyse and report on project data and feedback to highlight barriers and additional areas of need across the region.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the project.

Person Specification on page 3 below

To apply send your CV with a detailed covering letter explaining your suitability for the role to personnel@sheffieldcats.org.uk

PERSON SPECIFICATION

Preventing Pet Relinquishment Project Manager

	ESSENTIAL	DESIRABLE
KNOWLEDGE	<ul style="list-style-type: none"> • Educated to A' level standard or equivalent • Full UK manual driving licence 	Educated to degree level Qualifications in project management, volunteer management, or advertising.
EXPERIENCE	<ul style="list-style-type: none"> • Designing and managing project plans • Budgetary control • Business administration • Producing meeting agendas and action points • Experience of developing community engagement projects • Experience of developing relations and working with a range of community groups and stakeholders • Proven experience in collaborative working 	Knowledge or experience of working in a not-for-profit-organisation. Using digital media to build awareness and recruit volunteers Managing staff Animal welfare experience Charity experience Working with volunteers
SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> • Empathetic and able to show understanding of the challenges and barriers that diverse communities may face • Excellent organisational skills with the ability to prioritise workloads and manage time effectively • Ability to motivate and influence others • Excellent interpersonal skills, a confident face to face communicator 	An understanding of the animal welfare and charity sector
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Self motivated and able to work on own initiative • An assertive attitude able to tactfully and quickly resolve conflict • Able to cope with stressful situations • Highly developed interpersonal skills • Flexible and adaptable approach to new projects and challenges • Committed to animal welfare 	
SPECIAL CIRCUMSTANCES (if any)	<ul style="list-style-type: none"> • To work primarily from a home office location • To reside within the South Yorkshire area • To be able to travel widely across Sheffield as required • To work unsociable hours • To attend meetings that may occasionally require overnight stays away from home <p>Applicants should be aware that receipt of an Enhanced DBS is a condition of employment for this role.</p>	

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