



BHWT Volunteer Role Description

Role Title:	Re-homing day administrator
Role Description	<p>The British Hen Welfare Trust is looking for volunteers to support our re-homing days.</p> <p>This is a key role in ensuring that the re-homing day runs smoothly and efficiently.</p>
Where:	<p>As a re-homing day administrator you will be based in one location, at the re-homing day host site.</p>
When:	<p>Re-homing days take place approximately 8 - 10 times per year.</p>
Main Duties:	<ul style="list-style-type: none">• Downloading the collection list via the Portal.• Accepting additional donations for spare hens on the day and accurately recording the details.• Contacting “no shows” or rehomers who are late arriving.• Recording poorly hens and where they are being cared for.• Signing in – to ensure that volunteers complete the signing in process.• Distributing seasonal information sheets to rehomers.• Compilation of final list and supply to co-ordinator.• Entering the final rehoming day data onto the Portal.• To assist the Co-ordinator with other administrative tasks.
Experience required:	<p>Ideally you will have proven administration skills with a good eye for detail and good communications skills.</p>



About you:	<ul style="list-style-type: none">• You will be confident with administration.• You have a keen eye for detail and good IT skills.• You are happy speaking with members of the public ensuring they are confident about the hens needs and welfare.• You are flexible and able to volunteer at weekends.• You follow data protection protocols.• You are conversant with and supportive of the aims of the BHWT.
About us:	<p>We will provide:</p> <ul style="list-style-type: none">• All new BHWT volunteers will be provided with relevant information, equipment, training and induction appropriate to their role.• BHWT will ensure the health, safety and welfare of all our volunteers.• Your of pocket expenses. You will be entitled to be reimbursed for any reasonable expenses whilst volunteering.• Reference. We can provide you with a reference for any volunteering you may do. This is available for up to one year from your last day of volunteering with us.• Rewards and Recognition. We will celebrate success and recognise loyalty, long-term commitment and dedication.
Other requirements	<ul style="list-style-type: none">• A knowledge of hens and hen handling is an advantage but not essential.• A willingness to listen and learn.• Flexibility and reliability are vital to allow our teams to operate to their full potential.• Potential to care for poorly hens and to offer foster homes.
How to apply	<p>Please complete the online application form or contact hens@bhwt.co.uk for more information.</p> <p>Once we have received your completed form our Volunteer Co-ordinator will be in touch to start the induction process.</p>

