

## Volunteer Keep Your Pet Chair

Keep Your Pet is a local charity scheme run in collaboration between Age UK York and RSPCA York and Harrogate and is unique to York. It helps provides older and vulnerable people with free support for their pet when they are struggling due to health issues or other emergencies. We offer fostering, home feeding, dog walking, trips to the vets or whatever it takes to keep the owner and animal safely together.

### Main Purpose of the Role

This is an opportunity to join a friendly and enthusiastic group of volunteers, meet new people and make a significant contribution to supporting older and vulnerable people and their pets. KYP already have a well-established team of volunteers and two paid members of staff, who operate our fundraising and publicity activities on a project-by-project basis. They have developed a successful range of materials and activities and a programme of traditional and online fundraising events. Due to the growing need for increased activities we have joined our KYP Fundraising and Publicity Group to focus on these aspects and whilst it has its own clerk, we now need a volunteer chair to lead the group, develop new activities and co-ordinate the range of projects.

### Main Tasks

- To plan, implement and lead effective group meetings
- To ensure timely and effective decision making and activity plans.
- To co-ordinate and assign tasks to group members and monitor progress
- To communicate effectively with group members
- To liaise with the KYP manager when required and provide timely information and activity reports
- To monitor the results of activities versus targets and make recommendations for future change
- To encourage new membership of the Fundraising and Publicity Group
- To contribute new ideas for fundraising and publicity activities.

### Person Specification

#### Essential

Good verbal communication and listening skills  
Good administrative skills with attention to detail  
Access to a PC, laptop or tablet and experience of using email and Zoom  
Ability to both lead and delegate effectively  
Enthusiastic, approachable, confident, and interested in meeting new people

#### Desirable

Some experience of working with volunteers/voluntary organisations  
Some experience of fundraising and organising events  
An interest in animals and working with older and vulnerable people

### Time Commitment

We anticipate a time commitment of approx three to four hours a week on average will be required, with flexibility. The role holder will be able to manage their own time with the only fixed hours being meetings (which last approx one hour and are held every 4-6 weeks) and attendance at key events. Working effectively is key and the role holder will need to manage expectations by communicating their availability and response time to volunteers and other contacts.

For further information, please contact us at – [keepyourpet@ageukyork.org.uk](mailto:keepyourpet@ageukyork.org.uk)