

JOB DESCRIPTION

JOB TITLE: Branch Manager
Bedfordshire North Branch
HOURS: 35 hours per week
LOCATION: Home based
ACCOUNTABLE TO: Trustees of the Bedfordshire North Branch

OVERALL PURPOSE OF JOB

Administer and increase animal welfare services, income generation and volunteer resources in the branch area to the agreed annual budget and strategy. Recruit and manage the paid full time shop manager, increase branch income and reduce costs where possible and raise the branch profile with the general public. Be the local contact for the branch and take responsibility for branch administration and organising future draft budgets and forward planning of activity at local level for approval by Branch Trustees.

PRINCIPAL RESPONSIBILITIES

Animal Welfare

Increase the branch animal welfare activity and assistance given to the local Inspectorate. Progress the development of the fostering & rehoming scheme, home visiting, microchipping and welfare assistance schemes by assisting the volunteer co-ordinators (or recruiting them if they are absent) with admin assistance and volunteer recruitment and advertising.

Monitor and record animal welfare activity of the branch and report monthly figures to Regional Head Quarters via the Summary of Animal Welfare Activity Reports to your Branch Support Specialist.

Liaise with the local Inspectorate, Vets, Council, other RSPCA Branches and animal welfare organisations, Regional Head Quarters, Branches and Animal Centre Support Department, Veterinary and Companion Animals Department at Headquarters.

Volunteer Recruitment and Development

Recruit, induct and pursue references (where appropriate) for more volunteer co-ordinators and general people to help the branch. Seek out and train potential Branch Trustees. Maintain good contact with them and co-ordinate and develop the work they do and any training requirements. Keep a register of volunteers and their ID's. Liaise with the Branches and Animal Centre Support Department at Headquarters.

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Fundraising

Be responsible for the line management and training of the shop manager(s) (see shop manager job description). Help organise and increase fundraising activity in the branch area by assisting the volunteer co-ordinators (or recruiting them if they are absent) with admin assistance and volunteer recruitment and advertising.

Examples of fundraising activities: RSPCA Week collections, supermarket collections, static collection boxes, fundraising events and the development of new fundraising ideas. Liaise with the Branch Fundraising Department and the Branch Retail Consultant at Headquarters

Keep a register of collection boxes in the branch area and the volunteers with responsibility for emptying them. Supervise this activity and the paying-in of funds to the bank.

Finance

Ensure efficient, organised and secure systems are in place to operate the Branch bank accounts. Liaise with the Branch Treasurer and any book keeper to assist with timely processing of any invoices, cheque writing and paying money in. Help monitor bank statements and prepare monthly financial reports to the Trustees at Committee Meetings with the use of Excel software. Help prepare annual budgets and accounts to be audited/assessed by Branch Accountants

Promotion

Take opportunities to publicise the Society, the branch and RSPCA campaigns in the branch area. Produce a simple newsletter 4 times a year for circulation to approx 350 members, volunteers, veterinary practices, libraries and other interested groups.

General Responsibilities

Set up a home/office. Keep an answerphone connected when not working with appropriate message and reply to correspondence addressed to the branch within 5 days. Liaise with neighbouring branches, and other parts of the Society.

Create and distribute Agendas for Committee meetings, take notes of meetings and circulate to the attendees of those meetings. Attend other meetings judged to be relevant to the job which may be outside the Branch area, such as Blackberry Farm Animal Centre near Aylesbury, Woodside Animal Centre in Leicester, Regional Head Quarters in Peterborough and occasionally, Head Quarters in Horsham, West Sussex.

Prepare the Branch Annual Report and arrange the annual general meeting before June 30th each year. Giving the correct notice and inviting all approx 350 Branch members and all other interested parties.

Any other reasonable task which the trustees may consider to come within the remit of this post.