



## Bristol Animal Rescue Centre

### Role Description

**Volunteer role:** Sewing, part time, Tuesday afternoons between 1pm and 4pm.

**Location:** Bristol Animal Rescue Centre

**Report to/  
Supported by:** Assistant Manager

**Objectives:** To work with our team of sewing volunteers to produce handmade beds for sale and for our resident animals. These beds are made to a very high standard using donated goods and all profits raised are used to support the animals in our care.

### **Role description:**

#### **Sewing and maintenance**

Cutting donated duvets and covers to required size.

Sew together using established technique.

Assist in the laundry as required to ensure a plentiful supply of beds for our animals.

Prepare bulk orders of beds for sale.

Ensure the beds for sale in the reception area are kept stocked.



## **General**

Report any concerns to Reception or the Assistant Manager as soon as possible.

Ensure PPE is worn at all times when on site.

Ensure waste is disposed of correctly and efficiently.

Respect all 'kennel signs' and warning signs across site.

Promote good working relationships across the whole organisation.

Remain calm and be courteous and considerate at all times towards members of staff, the public, other volunteers and supporters.

Attend training sessions and courses where needed.

Report faults with any equipment as soon as they are noticed.

Not to enter any restricted areas or initiate contact with any animal without staff permission.

*The duties listed are not exhaustive. Other reasonable duties could be required from time to time, under the direction of the person you report to and are supervised by.*

## **What we are looking for:**

### **Essential**

Previous sewing experience and excellent knowledge of machine use.

Great people skills.

Dedicated to animal welfare.

An organised approach to tasks and ability to check your own work.

Enthusiastic, cheerful and hardworking.

Comfortable around animals housed in the kennel environment.



Good verbal communication skills.

Being comfortable volunteering within the structure of a public facing role.

Comply fully with all Health and Safety and Safe Working Practise requirements.

It is a requirement that all Bristol A.R.C. employees and volunteers have an empathy with the aims and objectives of the National RSPCA, as outlined in the Policies on Animal Welfare booklet.

**History:** Bristol A.R.C. has been caring for the city's pets and wildlife since 1887, helping, healing and homing over 14,000 vulnerable animals each year. We are the longest-standing and largest local animal charity, and although we are proud to be affiliated with the RSPCA, we receive no automatic funding from it. We rely entirely on local support within the community to fund our vital work.

Bristol A.R.C. is the working name of RSPCA Bristol and Bristol Dogs and Cats Home. Our name may have changed, but we continue to provide the best quality care to the sick, injured and neglected animals of Bristol.

**Additional Information:**

<b>Salary Range</b>	Voluntary position
<b>Hours of Work</b>	Minimum- Tuesday afternoons, 1pm to 4pm.
<b>Other</b>	Uniform supplied.

Bristol Animal Rescue Centre and Bristol A.R.C. are the working names for RSPCA Bristol & District Branch (a charity registered in England & Wales 205858). Funds raised may be used at the discretion of the Branch Trustees to support the work of Bristol Dogs and Cats Home (a charity registered in England & Wales 205858-1)



Registered with  
**FUNDRAISING  
REGULATOR**

