



Volunteer Role Description

Transportation Coordinator

Hours:

We anticipate that delivering the tasks assigned to this volunteering role is likely to take an average of 3-5 hours per week but this may vary according to how busy we are at any given point in time.

Key Objective:

To establish and support a dedicated team of volunteer transporters able to cover our core operating area and coordinate the transportation activities of the team.

Our transportation volunteers play a key role in helping us rescue dogs and transport important supplies across our network of foster carers and other volunteers. We regularly travel to Wales to collect dogs from puppy farms - these could be ex-breeding dogs or 'imperfect' puppies and rely on our transportation volunteers to help with this. Equally, it could be collecting a dog from a private 'owner surrender' and taking it to one of our foster homes. It could simply be transporting equipment or food. Whatever the reason, we rely on our transportation volunteers to get the job done. As a coordinator you will be helping allocate the right journeys to the right volunteer, often in reactive rather than planned circumstances.

Personal Specification & Key Skills:

- ✿ Excellent organisation skills
- ✿ Excellent geographical knowledge
- ✿ Good interpersonal skills
- ✿ Flexible availability (transportation needs are often reactive rather than pre-planned)

Role Specific Tasks & Activities:

- ✿ Help to recruit a network of transportation volunteers based across our core operating areas.
- ✿ Respond to and allocate transportation tasks to the most appropriate available transportation volunteer.
- ✿ Maintain a database of volunteers and ensure that each has up to date insurance and MOT certificates as appropriate.
- ✿ Check and sign off expense claims for processing.

Support & Supervision:

This role reports to our Trustee, Donna Woodford who oversees the intake of all dogs coming into rescue but there will also be regular liaison with our Volunteering Coordinator who oversees the activities of all volunteers and provides support, advice, and guidance to our volunteer team.

Basis of Role:

As an organisation we massively value our volunteers and the benefit they bring to PDD and the dogs that we seek to rescue and rehome. We anticipate that our volunteers will enjoy their time with us and develop their own skills as they carry out their role.

This is a volunteer role and, as such, attracts no payment other than the reimbursement of out of pocket expenses incurred directly as a result of the activities being undertaken on PDD's behalf. All expenses claims must be made on the charity's expenses claim form with valid receipts attached.

This role description is not intended to be a legally binding contract between PDD and the Volunteer and may be cancelled at any time at the discretion of either party. As a PDD Volunteer you are agreeing that neither of us intend any employment relationship to be created either now or at any time in the future.