

Vet Sustain Job Opportunity



## Operations Manager

*2.5 – 3 days per week, flexible, home working*

*Up to £45,000 per annum pro-rata, commensurate with experience*

*1 year position, with the potential for contract extension, funding allowing*

### About us

Vet Sustain is a not-for-profit Community Interest Company championing sustainability in the veterinary professions. We consist of a team of Directors, volunteers and working group members, promoting our [Veterinary Sustainability Goals](#) in line with the [UN's SDGs](#), through a number of initiatives and projects. These include building tools and training (such as our new [online food and farming course](#) and veterinary practice [carbon calculator](#) due for launch at the end of 2022), communications and advocacy amongst our global network, and working alongside partners and commercial supporters. Please visit our website for more information: [vetsustain.org](https://vetsustain.org).

### The role

Vet Sustain is seeking an Operations Manager to lead our expanding project portfolio, build our network and drive our impact within the UK veterinary professions. This role signals an exciting and important stage in our development as we transition from a voluntary initiative to a financially sustainable social enterprise.

### The candidate

The successful candidate will be a highly motivated, efficient, professional and diligent self-starter with a passion for sustainability and driving change. They will bring a diverse skill set to this position, with experience and/or qualifications in areas relevant to sustainable development and a background in project management and stakeholder engagement, with both knowledge of and insight into the veterinary professions. The candidate will also be familiar and comfortable with solitary home working and occasional travel, reporting regularly to the Board of Directors and working together with our volunteer and wider network.

Vet Sustain recognises the positive value of diversity, challenges discrimination and promotes equality. We welcome and encourage applications from people of all backgrounds. We understand that we all have different experiences and that some people may not apply for a role unless they tick every box. But we want to think out of the box, so if you think you have what we need and are motivated to make impactful changes, then please do apply - we want to hear from you.

*Duties will include:*

- Project management and oversight of Vet Sustain's flagship sustainability projects, including our growing suite of online distance learning courses and veterinary practice carbon calculator;
- Proactive stakeholder engagement with relevant UK and international veterinary and other institutions, organisations and companies, to build Vet Sustain's network and establish new partnerships and commercial opportunities;
- To organise, manage, attend and present at Vet Sustain and partner events, meetings, workshops and training courses, primarily online but also in-person when necessary;
- To support Vet Sustain's internal and external communications to build our social network, alongside our working groups;
- To support Vet Sustain's administrations, alongside our Secretary;
- To report to Vet Sustain's Director group at monthly evening meetings, with regular interim reports and liaison with the Chair and other directors;
- Other tasks as agreed with the Director group.

**Apply now**

Please send your CV and cover letter, stating why you are interested in this position, to [hello@vetsustain.org](mailto:hello@vetsustain.org) by 5pm on **Friday 2nd December 2022**. We apologise that we will only be able to contact those who have reached our shortlist and who will be invited to an online meeting during the week commencing 12th December 2022.

Thank you so much for your interest!