



Volunteer role description

Administration volunteer

Cats Protection is the UK's leading feline welfare charity and our vision is a world where every cat is treated with kindness and an understanding of its needs.

Cats are at the centre of everything we do and our objectives are: homing, neutering and educating people about cats and their care.

We help thousands of cats across the UK each year thanks to our network of dedicated volunteers, employees and supporters.

A bit about this role

Thousands of cats each year rely on the help of animal charities because they have been abandoned, they have strayed or because there has been a change in their owner's circumstances. Becoming an administration volunteer is just one way you can help improve the lives of cats in your local community. Our admin volunteers help provide vital admin support to our volunteer groups and teams across Cats Protection. They help keep up to date records of the number of cats that have been rehomed, collate supporter details and send out newsletters. This could be the perfect volunteer role if you have administrative experience, a passion for cats, or both!

What can you expect to be doing?

- Recording relevant information related to your volunteer group
- Signposting enquiries to the relevant teams within Cats Protection
- Sending information to supporters, volunteers and to our National Cat Centre
- Distributing information leaflets if required
- Free text as bullet points

What are the benefits to you and the cats?

You will develop new skills, expand your knowledge and make a significant contribution to improving the lives of cats and kittens by providing valuable administrative support to your local volunteer group. You will also meet new people, make new friends and be part of a dedicated team of volunteers.

We're looking for someone with

- Administrative and organisational skills
- Willingness to be part of a team
- Previous experience in office administration (would be an advantage)

Time expectation

Our administration volunteers usually spend 2 to 3 hours per week in this role, which is flexible and can be shared by more than one volunteer if needed.

Support, guidance and keeping you safe

At Cats Protection we believe our volunteers should be happy and confident in their roles. We provide support and guidance from our National Cat Centre and through our regional and local volunteer groups and teams. We offer engaging online and face-to-face training, expenses and have policies and processes to help volunteers get the most out of their time with us.

The wellbeing of our people is important and at Cats Protection we are committed to safeguarding children, adults at risk and all those that we come into contact with as part of our activities.

Thank you for joining us and sharing in this commitment and for everything you will do during your time with Cats Protection.

If you would like to find out more about this role, please contact: Insert name and contact details here.