Job description for Volunteer Administrative Assistant

Hours: 2 – 4 per week minimum

Base: Home or Holbrook Office

**Responsibilities**

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| **Tasks** |
| * Organising files on one drive and maintaining them |
| * Updating and organising forms where necessary |
| * Monitoring and tidying emails |
| * Maintaining spreadsheets and ensuring they are up to date and accurate including   Supporters details  Dog adoption and fostering details  Sponsor details  Gift Aid |
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| * Assisting with the production of the quarterly magazine * Assisting with the production of website blog * Assisting with website maintenance |
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| * Putting together adoption packs |
| * Replying to messages received via facebook main page * Supporting the regular review and update of adoption information * Help produce annual report and agenda for trustee meetings |

* Provide cover to the rehoming teams

Skills required

* Good IT skills including knowledge of Microsoft word and excel
* Good communication skills
* Ability to work in a team
* Good organisational skills