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
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| * Updating and organising forms where necessary
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| * Monitoring and tidying emails
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| * 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
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| * 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
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* 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