



National Animal Welfare Trust

Charity No 1090499

Role Profile: Admin/Reception Volunteer

Why is this role important?

With many areas needing support on a variety of changing and varied admin tasks, our volunteer administrators keep the wheels of industry turning and will work closely with NAWT employees. Having your support means we will be able to reach our goals with a greater speed than if we were flying solo!



How you can support us

- Representing NAWT front of house team
- Dealing with members of the public face-to-face and on the telephone
- Helping to process fostering/rehoming applications
- Processing donations
- Supporting varied admin tasks

What will you gain in return?

- An opportunity to learn new skills and gain experience
- The chance to join a great team

Ideally, you will....

- Be friendly and outgoing
- Have great organization skills with a good attention to detail
- Happy with prioritizing your tasks for the day
- Have good IT skills, specifically Microsoft Office; Word, Excel, and Outlook; beneficial but not essential.

When do we need you?

Flexible. We have shifts to suit everybody's needs! Please see our website for availability.

