

RSPCA Administrator, Eastcote

RSPCA NW London & South Herts are looking for a friendly, organised volunteer to support our team in Eastcote. It's a varied role and no two weeks are quite the same. Depending on what's needed, you might be:

- packing and posting eBay sales
- sending out Gift Aid letters
- creating and updating Word documents and Excel spreadsheets
- researching new fundraising opportunities

What you'll get from us

- A full induction and training for the role
- A friendly, supportive team and a named point of contact
- The chance to use your skills, learn new ones, and make a real difference to animals in your community

Requirements for the role / additional information

1. We're looking for people aged 18 years or over
2. We require a commitment of a couple of hours a week, at times that work for you, for a minimum of 6 months
3. You will receive an induction and specific training for the role
4. You will have the support of the CEO and Senior Leadership Team of the RSPCA North West London and South Hertfordshire Branch
5. Volunteering to be carried out in our office in Eastcote
6. A reference can be requested after 4 months continuous volunteering
7. A DBS check is not required
8. Travel expenses can be claimed for this role
9. RSPCA voluntary roles are subject to an informal interview with the RSPCA and a trial period. You may need to sign an agreement

How to apply

1. Visit [volunteering | Volunteer Hub | H4ALL](#) and download or print an application form OR Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post.
2. Send your completed form by email to volunteerhub@h4all.org.uk OR post to H4ALL, Volunteer Development Team, Key House, Yiewsley, UB7 9BQ.

Call 01895-676-111 to speak to a member of the H4ALL volunteering team in person.