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Registered Charity 226116

Branch Administrator

30 Hours per week, working from home.

Salary £21,500 P/A

A person is required to undertake administrator duties across the Branch, focusing particularly on our cat fostering and adoption activities, supporting our charity shops and general corporate administration.

## To provide ongoing, proactive administrative support to the branch committee, its employees and volunteers.

## **Specific duties and responsibilities available to download from our website at** <www.rspca-barnsley.org.uk> **.**

**Broadly these will require you to:**

* Provide a contact point for fosterers and potential adopters
* Organise intake of cats and complete all paperwork
* Liaise with fosterers and arrange support as necessary, including supplies
* Supervise the volunteer fostering team and assist with the re-homing process
* Complete all adoption and microchip paperwork and follow up support for adopters
* Prepare all documentation for online monthly trustee meetings
* Attend and minute trustee meetings and annual AGM
* Collate information and complete necessary corporate reports and records
* Provide trustees with regular updates and reports
* Order shop and branch sundries and arrange repairs/maintenance and utility provision as required

## **We’re Looking for:**

* An experienced administrator with at least GCSE/ O Level Maths and English and good IT skills
* With love of and compassion for all animals and animal welfare
* With excellent organisation and time management skills
* With good communication skills and an ability to empathise
* Willingness to undertake duties flexibly, including some weekend and evening work and access to own transport

## **Additional:**

* 28 days’ annual leave
* Access to pension scheme
* Laptop and mobile provided

RSPCA Barnsley is a team of volunteer trustees with a network of volunteer fosterers, who care for rescued and abandoned animals and then pair and re-home them into new forever homes with new pet-parents.

Our RSPCA branch is a separately registered charity, primarily responsible for raising our own funds locally through donations from the public and proceeds from our two shops.  
We are affiliated to the national RSPCA Society.

**Applicants should send written applications with C.V. to [enquiries@rspca-barnsley.org.uk no later 28](mailto:enquiries@rspca-barnsley.org.uk?subject=Branch%20Administrator%20Position)[th](mailto:enquiries@rspca-barnsley.org.uk?subject=Branch%20Administrator%20Position) [February 2025.](mailto:enquiries@rspca-barnsley.org.uk?subject=Branch%20Administrator%20Position)**

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