

Volunteer Role Profile - ADCH Admin Support Volunteer

Role Title:	ADCH Admin Support Volunteer
Responsible to:	To be agreed dependent on the task being worked on
Primary Contact / Line Manager	To be agreed dependent on the task being worked on
Location:	Home-based
Time commitment:	A minimum of four hours per week for a least six months.
Role description:	The ADCH Admin Support Volunteer will support the ADCH Central Team, primarily the Standards and Operations Officer, with computer-based administrative tasks to aid the smooth running of the organisation.
What the role offers you:	<ul style="list-style-type: none"> • ADCH will invest a significant amount of time to train and support you in developing and honing your skills. • The opportunity to make a significant contribution to the work of ADCH, the leading representative charity for dog and cat rescue and rehoming organisations across the UK, Ireland, Isle of Man, and the Channel Islands, both in terms of supporting its members and its advocacy role.
Key tasks:	<ol style="list-style-type: none"> 1. Complete computer-based administrative tasks, including the use of email; spreadsheets; databases; online forms; and CRM software (Salesforce). 2. Liaise and work closely with ADCH's Central Team to respond to communications from members and potential members. 3. Transfer and collate data across different platforms. 4. Other administrative tasks on an ad hoc basis as and when they arise, particularly in the run up to the ADCH Conference held each May.
Required skills, qualities and experience:	<ul style="list-style-type: none"> • Proven administration experience. • IT proficient and confident using spreadsheets; databases; and CRM software. • Excellent attention to detail and accuracy. • Ability to work independently and meet deadlines. • Commitment to understanding the vision and mission of ADCH.
Training and support available:	As part of your commitment to the role and ongoing professional development, you will be required to attend any meetings and training provided by ADCH.
Recruitment process:	<ul style="list-style-type: none"> • Application form • Discussion about the role • References • Induction • Ongoing support
Next steps:	<p>If you have any questions about the role or require any further information, please email ADCH's Volunteer Manager, Michelle Widger.</p> <p>If you would like to apply for the role, please complete the ADCH Volunteer Application Form – Admin Support Volunteer.</p>