



**North West London and
South Hertfordshire Branch**
Registered Charity No. 1209372

Volunteer Administrator – General

RSPCA NW London & South Herts | Eastcote, HA5 | A couple of hours a week

We're 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
- Generally supporting the Retail and Animal Welfare teams

Is this you?

You don't need formal qualifications. What matters most is that you're reliable, organised, comfortable using a computer, and happy to turn your hand to whatever needs doing that week.

It would be a bonus if:

- you have some previous admin experience
- you must have a good working knowledge of Word and Excel, or Google Docs and Sheets

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

Time commitment

A couple of hours a week, at times that work for you.

Interested? Get in touch on info@rspca-nwlondon.org.uk

We'd love to hear from you.