



# PROTEUS REPTILE TRUST

## ROLE DESCRIPTION Admin Assistant Volunteer Role

### Role Details

- Location:** Rehoming Centre, Sedgley
- Responsible to:** Centre Coordinator
- Hours:** Flexible, ideally a minimum of 4 hours a week

### Role Purpose

We're looking for someone with admin experience to help in our busy office. The role helps support our rescue work, enabling more reptiles to be rehabilitated and rehomed.

You will need to be enthusiastic, practical, and happy to work as part of a small team, occasionally helping out with other tasks when needed. Most importantly, you must enjoy being around reptiles!

### Key Tasks

- Help with answering phone and email enquiries, forwarding them to relevant members of the team for their attention.
- Help with filing paperwork and maintaining records of animals rescued and rehomed.
- Support the Centre Coordinator with holiday boarding requests and bookings.
- Assist with creating reptile care sheets for adoption packs.
- Help organise volunteer paperwork, sending out information to new volunteers.
- Support with updating reptile details on our website rehoming pages.
- Help with other general paperwork and filing.

## What support will be given?

- Training and support to get you up to speed with our current systems.
- Induction to learn about the work we do at our rehoming centre to give you a thorough understanding of our aims and ethos.
- Regular review meetings with the centre coordinator in order to agree tasks, receive feedback and raise queries.
- Opportunities to become involved in other Proteus Reptile Trust activities.

## What are the benefits of volunteering with us?

- Develop your administration skills.
- Customer support experience.
- References to add to your C.V.
- Experience of working in the charity sector
- Experience of working in an animal rescue organisation.
- Use your skills and experience to contribute to the success of Proteus Reptile Trust.

...and you will become part of our small, friendly team; making a difference, raising awareness, and finding loving homes for our rescued reptiles.

## Applying to be an Admin Volunteer

If you're interested in applying for this role, send us an email with your details, telling us a bit about your admin experience and how you'd like to help.

Send your email to: [proteusreptiletrust@gmail.com](mailto:proteusreptiletrust@gmail.com)