



Volunteer role description

Cat admissions volunteer

Cats Protection is the UK's leading feline welfare charity and our vision is a world where every cat is treated with kindness and an understanding of its needs.

Cats are at the centre of everything we do and our main objectives are: homing, neutering and educating people about cats and their care.

We help thousands of cats across the UK each year thanks to our network of dedicated volunteers, employees and supporters.

A bit about this role

Our cat admissions volunteers ensure the smooth running of our admissions process, helping our volunteer groups and teams admit cats into our care in the most effective and stress-free way possible for both people and cats. This role is undertaken from your own home. This could be the perfect volunteer role if you have administration experience, a passion for cats, or both!

Without the passionate and committed teams of volunteers across Cats Protection, we wouldn't be able to help the thousands of cats and kittens each year that rely on us for help.

What can you expect to be doing?

- Responding to email and telephone enquiries regarding cats coming into care
- Managing the cat waiting list and prioritising accordingly
- Liaising with other volunteers, employees, local vets and members of the public
- Using our administrative systems to record cats coming into care
- Free text as bullet points

What are the benefits to you and the cats?

You will develop new skills, expand your knowledge and make a significant contribution to improving the lives of cats and kittens by helping manage the process of cats coming into the care of Cats Protection. You will also meet new people, make new friends and be part of a dedicated team of volunteers.

We're looking for someone with

- Good administrative and organisational skills
- Good IT skills
- Willingness to be part of a team
- Previous experience in office administration (would be an advantage)

Time expectation

Our cat admissions volunteers usually spend two to four hours a week in this role which is flexible and can be shared by more than one volunteer if needed.

Support, guidance and keeping you safe

At Cats Protection we believe our volunteers should be happy and confident in their roles. We provide support and guidance from our National Cat Centre and through our regional and local volunteer groups and teams. We offer engaging online and face-to-face training, expenses and have policies and processes to help volunteers get the most out of their time with us.

The wellbeing of our people is important and at Cats Protection we are committed to safeguarding children, adults at risk and all those that we come into contact with as part of our activities.

Thank you for joining us and sharing in this commitment and for everything you will do during your time with Cats Protection.

If you would like to find out more about this role, please contact: Insert name and contact details here.