



Volunteer role description

Branch administration team leader 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 we collaborate with people from all backgrounds to give cats a second chance in a happy home, to neuter and to share information 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

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. The purpose of this role is to support the organisation with communications and administration at a local level. You'll play an active part in the branch committee and support the branch with record keeping and planning, thus enabling more cats to be helped.

What can you expect to be doing?

- Disseminating relevant organisation-wide information and updates to the branch volunteers
- Supporting engagement and communication between the branch and wider organisation
- Drafting committee meeting agendas and taking and sharing meeting minutes
- Supporting the efficient running of the branch by ensuring administration processes are carried out effectively

- Supporting the administration and update of the branch annual plan
- Sign-posting queries from members of the public
- Keeping branch records and information up to date and secure, using Cats Protection systems – training will be provided
- Free text as bullet points

What are the benefits to you and the cats?

You'll make a real difference to the lives of cats and kittens by helping maintain positive communications, managing administration processes and promoting the work 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

- Strong administration skills and attention to detail
- Good communication skills
- Good organisation and prioritisation skills
- Good team-working skills
- Good IT skills to use Cats Protection systems – training and support can be provided
- A willingness to learn how the branch and organisation operates
- Committee volunteers need to be aged 18+

Time expectation

Our support volunteers usually spend 2-5 hours per 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.