

Administration Support Officer

GRWE is looking for a volunteer with a few hours spare each week to support the Rehoming Team with their administrative tasks.

The Administrator will liaise with the Regional Homing Officers to complete necessary paperwork and database input relating to rescue, intake and rehoming of greyhounds and lurchers.

Appropriate training will be provided but essential are:

- a very sharp eye and attention to detail
- familiarity with email, Word and Excel software
- home broadband internet access
- a computer (pc, not Mac)
- a genuine interest in GRWE and our work

This is not a short-term role and we would like someone who is able to commit to it.

You must be willing to comply with GRWE policies and procedures, particularly those relating to confidentiality and the Data Protection Act of 1998 and how it applies to charities.

If you are interested in the role of Administration Support Officer, please contact the person shown under the relevant area on the volunteer page.