



**RSPCA Gwent Branch**  
Registered Charity No. 225476



## Admin & Office support Volunteer

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### Aims

To provide support in our Gwent Branch Office to Trustee's and Staff so we can continue to focus on the work we carry out on a daily basis. No experience needed as training will be given.

### Key activities

- Answer telephone calls, take messages and forward those messages to the appropriate person.
- Support the Welfare team, issuing vouchers as and when relevant.
- Office duties including keeping the office tidy, shredding, printing, filing, ordering of stationery.
- At all times acting as an ambassador for the RSPCA.

### Desirable Experience

- Office / admin duties desirable but not necessary
- Excellent written communication skills.
- An interest in animal welfare.

Please note training will be provided for this role.

### Additional information

RSPCA Gwent Branch serves Gwent & Brecknock. Covering Newport, Monmouthshire, Torfaen, Blaina Gwent, Brecon, Builth Wells, Hay on Wye.

Volunteers will be able to claim out-of-pocket expenses such as travel costs, these will be agreed with your Volunteer Coordinator in advance.

To apply or discuss this volunteering opportunity please call 01633 289399 or email [volunteer@rspca-gwent.org.uk](mailto:volunteer@rspca-gwent.org.uk).

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