

Volunteer Role Description - Admin Support

A hugely rewarding role, as a CDPA Administrator you will help provide admin support to the Cat and Dog Protection Association of Ireland.

The Cats & Dog Protection Association of Ireland (CDPA) is a registered charity dedicated to caring and improving the lives of cats and dogs in Ireland. Our volunteers collaborate with local communities to reduce animal suffering through our Trap-Neuter-Return, foster-rehoming and welfare programmes.

Minimum commitment required: 4 hours per week for 6 months

Location: Online

Role Description

- Respond to emails sent the info@cdpa.ie inbox in a timely manner
- Escalate queries to CDPA teams as appropriate
- Update CDPA records and ensure information is recorded accurately
- Liaise with Rescue Team lead and provide administrative support on rescue cases

Desired Qualities

- Kind, caring, patient, reliable & dedicated
- Empathetic towards animals and other volunteers

Desired Experience

- Previous experience in an animal rescue is very advantageous
- Previous experience working with computers, email clients and spreadsheets is essential

Other Requirements

- Access to own computer

As a CDPA volunteer you will benefit from

- Access to a strong, supportive community of animal rescuers throughout your volunteer journey with the CDPA
- A full induction, comprehensive training & ongoing support

- Experience of working in the Animal & Charity Sector

CDPA is firmly committed to diversity in all areas of our work. We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.