



RSPCA Cornwall Branch
Registered Charity No. 1024808

Administrative Officer vacancy

Due to retirement, an exciting opportunity has arisen for an Administrative Officer to work for the Board of Trustees at RSPCA Cornwall Branch, The Venton Centre, Quoit, St. Columb TR9 6JS.

The post is 20 hours flexi time, based on 4 hours a day Monday to Friday between 9am and 4pm.

Salary is £10,000 per annum

The chosen candidate will have excellent administration and IT skills, knowledge of GDPR and be willing to work as part of a team.

A passion for animal welfare and some knowledge of the work of the RSPCA will be helpful.

If you have the appropriate skills please request an application pack from the Branch Administrator to be emailed to you: gillian@rspcacornwall.org.uk

Closing date for receipt of applications is

6th November.

Interviews on 14th November.

Please do not send CV with your enquiry.

RSPCA Cornwall Branch is committed to equal opportunities.

Please note that RSPCA Cornwall Branch is an independently registered charity (charity number 1024808) and is the named employer in respect of this vacancy. Employment in this role has no link with the national RSPCA.