



Information for Candidates

Job title:	Office Administrator full time (37.5hrs per week) or job share, permanent contract
Location:	Branch Catchment area
Information about the branch	
<p>The Manchester & Salford Branch of the RSPCA is a separately registered charity. The role of the branch is to rehabilitate and rehome the animals that the national RSPCA charity rescues through the inspectorate service. We also offer free or low-cost microchipping and neutering to people on a low income.</p> <p>We are self-funding and need to raise £500,000 each year to continue our work. The branch has four charity shops and a small fundraising programme.</p>	
Summary of main terms and conditions of employment (please note that full details are provided with an offer of employment)	
Salary	£16,345.58 pa for full-time post (37.5hrs per week)
Hours of work	We are looking for a candidate who can either work full time (37.5 hrs per week) or reduced hours such as 9.15 to 3.00. You must be able to work Monday to Friday and the occasional Saturday to cover for Rehoming Staff absence.
About the job	You will work alongside the Rehoming Team in assisting them to deliver a first-class service to the public, the RSPCA network and other stakeholders. Primarily office based you will act as an ambassador for the branch as you manage and receive inbound enquiries and provide administrative support to the team. You must have excellent written and verbal communication skills.
Qualities sought	Individuals will need to use their initiative to provide a high level of service. They will have regular interaction (via telephone and email) with a wide range of people and will need excellent, clear communication skills. Computer literacy and ability to type with speed and accuracy is essential for this post. We are looking to recruit a self-starter who is used to working independently and planning their own busy workload, but enjoys being in a supportive

	role to help achieve best outcomes for all concerned.
Holiday entitlement	Full time staff receive 20 days (150 hours) per annum, part time staff receive pro rata equivalent.
Probationary period	Six Months
Notice period	During your probationary period, your employment may be terminated by one week's written notice on either side. On satisfactory completion of the probationary period, four weeks written notice on either side.
Pension arrangements (if applicable)	Through The People's Pension
Any additional terms and conditions specific to the role	There may be occasions when you will be required to work above your contracted hours, which will be paid for

Eligibility to work in the UK

In order to comply with legal requirements, we ask all potential candidates to prove their eligibility to work in the UK as part of the selection procedure. If you are invited to interview, you will be asked to bring the appropriate original documents with you to the interview.

Additional information (if appropriate)

This is a physically demanding role requiring frequent bending, lifting and moderately heavy loads.

You must have a Full UK Driver's License.

You must have sympathy to the charity's purpose.

Closing date: Monday 21st May 2018

Interview date: tbc w/c 4th June 2018

Please specify on your application if you wish to apply for the full-time post or job share. Completed application forms should be returned via post to: **Susie Hughes, RSPCA Manchester & Salford Branch, 565 Wilbraham Road, Manchester, M21 0AE** by the closing date of Monday 21st May 2018. We do not accept CVs.

As a charity we are unable to acknowledge every application therefore if you do not hear anything further within four weeks of the closing date 21st May 2018 then you have not been short-listed for interview.