<table>
<thead>
<tr>
<th><strong>JOB TITLE</strong></th>
<th>Part Time Administrator</th>
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<tbody>
<tr>
<td><strong>TEAM</strong></td>
<td>Global Animal Welfare</td>
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<tr>
<td><strong>CONTRACT TYPE</strong></td>
<td>Permanent</td>
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<tr>
<td><strong>REPORTING TO</strong></td>
<td>Director of Global Animal Welfare</td>
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<tr>
<td><strong>LOCATION</strong></td>
<td>Hybrid/Occasional travel to London</td>
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<tr>
<td><strong>HOURS OF WORK</strong></td>
<td>17.5 Hours</td>
</tr>
<tr>
<td><strong>ANNUAL LEAVE</strong></td>
<td>26 days per annum pro rata</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>£23,000 - £26,000 pro rata</td>
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SPANA’s goal is to improve the welfare of the world’s working animals delivering a transformative approach and guided by a new 5 year strategy supporting treatments, training, and teaching. Established, in 1923 this year SPANA celebrates its centenary and the timely delivery of its ambitious new five-year strategy.

As an Administrator you will provide admin support to the Director of Global Animal Welfare and Global Animal Welfare team. Other duties include organising meetings with internal and external stakeholders, collating results of consultations, preparing data projections, organising travel plans for country visits and ordering and organising dispatch of equipment and medical supplies for country programmes.

**KEY OBJECTIVES**

- Organising meetings with external stakeholders and follow up liaisons.
- Organisation of internal meetings, such as the new platform for all global vets and techs that will require a global platform, multi-language functionality and follow up liaisons.
- Collating results of surveys and consultations.
- Producing new templates and spreadsheets for efficient management of work and reporting.
- Using SharePoint to organise and share work documents.
- Ordering and organising supply of equipment and/or medical supplies for country programmes.

*This is not an exhaustive list, and the post holder may at times be requested to perform other tasks not stated above but within scope of the position.*
## PERSON SPECIFICATION

### KNOWLEDGE & TRAINING
- Strong general IT skills
- Proficiency in Microsoft Excel, Word, Outlook and Sharepoint

### EXPERIENCE
- **Essential**
  - At least 3 years in an administrative role
  - Desirable experience working for a Non-profit organisation
- **Desirable**
  - French as a second language

### SKILLS & ATTRIBUTES
- A confident communicator with excellent written and verbal communication skills and an excellent telephone manner
- Ability to converse, build strong relationships and work with people from a variety of backgrounds, from supporters to the Chief Executive, Trustees, etc
- Well organised with a flexible approach and the ability to juggle a range of projects at one time
- A willingness to work within changing priorities
- Excellent attention to detail
- Self-starter with strong self-motivation, energy and drive
- Ability to actively support colleagues and build good working relationships at all levels.
| • Willingness to work occasional weekends and evenings when required due to events and business needs.  

• Strong commitment to SPANA values (excellence, respect, integrity and collaboration). |
Our Values

Excellence

- We are motivated by our colleagues, beneficiaries and supporters to be the best we can be.
- We seek excellence in our work and are not afraid to try new things.
- We are passionate and optimistic; we work through barriers to achieve success.
- We are brave and courageous in all aspects of our work.

Respect

- We are tolerant and considerate of everyone’s rights, cultures and beliefs.
- We treat everyone equally, with dignity and respect.
- We engage with sensitivity and compassion, taking time to listen and understand situations in order to make informed decisions.
- We empathise with our beneficiaries and use both kindness and our professional expertise to relieve their suffering.

Integrity

- We use our resources ethically and consider SPANA’s sustainability.
- We are accountable, taking responsibility for, and ownership of, our work.
- We make decisions with integrity and have the courage to stand by them.
- We act with honesty and humility and are not afraid to fail so that we can all learn.
- We are loyal and diligent in all aspects of our work, persevering to overcome challenges.

Collaboration

- We cooperate as a team, empowering each other and the communities with which we work.
- We support one another, with a flexible and adaptable approach to get the job done.
- We share SPANA’s vision, values and goals.
- We value everyone’s contribution - their knowledge, skills and professional expertise - to achieve our collective goals.