



Hillingdon, Slough, Windsor, Kingston & District Branch



VOLUNTEERING OPPORTUNITIES

The range of volunteering opportunities available will vary depending on where you live. This list provides examples of the type of volunteering roles that are available within the RSPCA but does not provide detailed information of each role. Further information about the specific volunteering roles can be obtained from your local RSPCA branch/centre.

Charity Shop Volunteer

Working within one of our 5 shops to receive and sort incoming donations, price and display items for sale, serve customers and take payment.

Furniture Charity Shop only will require heavy lifting.

Locations of Hillingdon (Middx), Dedworth (Windsor), Cippenham (Slough) or Ashford (Middx)

Charity Shop Volunteer Driver

Driving or travelling in one of our Branch vehicles to collect donations or deliver sold items and handling items as required.

This position will require heavy lifting.

Locations of Hillingdon (Middx) or Ashford (Middx)

Fundraising Volunteer

Range of activities from supermarket collections to manning stalls at fairs, from charity gift wrapping to charity bag packing. There is something for everyone!

Locations vary within our Branch boundaries, many are accessible by public transport.

Administration Volunteer

Range of activities from data entry to stuffing envelopes for mailings.

Can be done from home or at our office in Hillingdon, either ad hoc as required or for a regular shift.

Computer experience not essential, but preferred for data entry.

Animal Transportation Volunteer

To transport animals to and from the local vets as required and/or to other RSPCA centres.

This position requires own transportation and/or willingness to drive Branch vehicles.

Minimum age 18 years old for insurance purposes.

Volunteer Dog Walker

To assist the animal centre with walking and socialising the dogs, working with other volunteers and staff to ensure that the dogs receive the appropriate exercise and care.

This position requires previous experience with dogs and a period of training.

The location for this position is in Denham, Uxbridge only and requires own transportation.

THE FOLLOWING ROLES WILL REQUIRE FUNDRAISING/SHOP WORK FIRST AND/OR INTERVIEW:

Animal Care Volunteer

To assist the animal centre staff with the cleaning duties in the kennels and/or cattery, ensuring that the blocks are cleaned to the required standard.

This position is usually filled by those young people coming to us through a work experience placement of 1 week to 1 month and will require some heavy lifting.

The location for this position is in Denham, Uxbridge only and requires own transportation.

Volunteer Home visitor

Home visitors visit the homes of potential adopters to ensure their suitability for an RSPCA animal and discuss any queries that the family may have about the animal and/or the adoption process.

This position requires other work first so that we can ensure we are sending out people who know and will represent our standards of animal welfare well. There will be a 1 day training session and a period of "shadowing" required.

Minimum age 21 years old for "lone working" reasons.

Volunteer Clinic Receptionist

This person assists with reception duties and will work alongside other volunteers and staff to help with enquiries over the phone and face to face.

This position requires an interview and trial period and takes place in Hillingdon, Middlesex only.

THE FOLLOWING ROLES MAY REQUIRE RELEVANT EXPERIENCE:

Branch Trustees / Committee Member

This person helps to manage the affairs of the branch in order to promote and provide animal welfare with the local area.

You don't have to have worked with RSPCA before, but charity involvement preferred.

Meetings once a month held in Hillingdon area.

Areas of expertise (solicitor, accountant, veterinarian, etc) VERY welcome!

Branch Officers

The officers on the committee are principle members of the committee and are trustees of the branch. The roles include: Branch chair; Branch treasurer and Branch secretary

These roles usually filled by people with previous experience with an RSPCA branch.

Regional Board Representative

To act as the branch committee contact and representative on the regional board.

This position requires previous experience within the RSPCA in some capacity.

This position is usually held by a Branch Committee Member and will also require attending Committee Meetings once a month held in Hillingdon area.

Regional Board Meetings held quarterly and usually occur some distance away, so willingness to travel a must.

Campaigns co-ordinator

To liaise with the National Society Campaigns department on all branch and national campaigns

Fundraising co-ordinator

To act as the central contact point for all branch fundraising activities and maintains momentum for the branch fundraising programme.

This position requires some time spent as a Volunteer Fundraiser with our Branch first.

Corporate Fundraising co-ordinator

This role helps to maximise positive links with companies within our branch area for the branch and establish new ways of raising funds alongside them.

This position is open to discussion and definition. May require willingness to cold call and travel.

Home visit co-ordinator

This person co-ordinates and records the branch's re-homing activities, working closely with the volunteer home visitors who operate in the local area.

This position requires some time spent as a Home Visitor with our Branch first.

Volunteer co-ordinator

To act as a central contact point for current and potential volunteers. To welcome new volunteers to the branch/centre and to co-ordinate the volunteer effort in support of branch/centre activities.

This position requires some previous experience as a volunteer with us and can be done from home, though may require some time spent at office in Hillingdon, Middlesex.