

***Scottish Registered Charity SC044302***

***Fundraising assistant volunteer***

***Flexible, ideally 4+ hours per week, home based***

**Who are we?**

We are a dog rescue specialising in dogs who have been saved from being put to sleep in the pound. We also take some dogs who have been surrendered by their owners. We have a small number of kennels which we use for assessment and behavioural rehabilitation. Most of our dogs need time in a foster home to get used to a home environment, before they can find their forever home. We are not breed specific and support dogs of all sizes and breeds.

We are a charity who rely entirely on donations from adoptions and fundraising events.

**Why volunteer with us?**

We are completely volunteer managed. You’ll be joining a friendly team of volunteers who are all passionate about finding forever homes for our dogs and promoting good dog welfare.
Every dog we rehome saves two lives- not just one! Every dog who finds a forever home will save another life by creating a space in the kennels.

There is a lot of administration involved in dog rescue, we receive a lot of emails about our dogs, fundraising and events. We have to thank our supporters, keep records on volunteers, and information about our dogs.

**What will you be doing? The role is varied and can be tailored to your interests, but includes:**

* Keeping records up to date for supporters (donors, volunteers, corporates)
* Keeping dogs’ records up to date
* Thanking our donors
* Answering emails, or allocating to appropriate coordinator

**What are we looking for in a volunteer?**

* Friendly and enthusiastic
* A dog/animal lover
* Able to work under own initiative
* Organised
* Great attention to detail
* Good written and verbal communication skills

**We ask that all of our volunteers….**

**Have a passion for helping dogs, believe that all dogs deserve a forever home.**

**Are friendly and respectful to our community (supporters, volunteers and followers on social media).**