

Administration and Volunteer Support

Role: Voluntary

Reports to: CEO

Location: Primarily remote, with occasional opportunities to work from Mornington where suitable

Time commitment: From 2 hours per week, depending on availability and the needs of the role

Purpose of the role

To support Wildlife Rehabilitation Ireland's routine administration and volunteer processes by helping keep records, communications, onboarding, and practical follow-up organised and up to date.

Main tasks

- Help monitor and organise shared email inboxes
- Respond to routine enquiries or pass them to the appropriate person
- Assist with scheduling meetings, inductions, and reminders
- Help issue, collect, and organise volunteer forms and documents
- Support volunteer onboarding by sending information and tracking progress through induction steps
- Keep simple volunteer records up to date
- Assist with general administrative tasks linked to WRI's work

We are looking for someone who

- is organised and reliable
- communicates clearly and professionally
- is comfortable using email, Word, shared documents, and spreadsheets
- can handle routine processes carefully and consistently
- has good attention to detail
- has an interest in wildlife, conservation, education, or the charity sector

Support provided

- induction to Wildlife Rehabilitation Ireland and the role
- clear priorities and points of contact
- support and oversight from the CEO
- guidance on procedures

Additional note

The scope of the role will be agreed in advance and reviewed regularly. All volunteer roles are subject to an initial settling-in period.

How to apply

If you are interested in this role, please download and complete the volunteer application form and return it to volunteer@wri.ie. A CV or summary of relevant experience would also be helpful.