

Project 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 the smooth running of Wildlife Rehabilitation Ireland's project work by helping track actions, maintain records, and keep agreed tasks moving forward.

Main tasks

- Help track project actions, deadlines, and follow-up points
- Assist with meeting notes and action logs
- Organise project documents and shared files
- Support communication with internal and external contacts where appropriate
- Help maintain simple project planning documents
- Provide practical administrative support to ongoing project work
- Assist with routine follow-up linked to agreed projects

We are looking for someone who

- is organised and methodical
- can keep track of detail across multiple tasks
- is comfortable with documents, spreadsheets, and online meetings
- communicates clearly and follows through reliably
- has an interest in supporting practical wildlife, education, or conservation work

Support provided

- clear guidance on current priorities and projects
- regular check-ins with the CEO
- a flexible workload based on available capacity

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.