



## Volunteer Administrator

*2-4 hour per week, flexible, home working*

*Unpaid but with in-kind benefits*

*Suited to a veterinary or allied professional or student with a keen interest in sustainability*

### About us

Vet Sustain is a not-for-profit Community Interest Company (CIC / social enterprise) that champions sustainability in the veterinary professions. We consist of a team of volunteer directors, project leads and working group members, promoting our [Veterinary Sustainability Goals](#) in line with the [UN's SDGs](#), through a number of initiatives and projects. These include building tools and training, communications and advocacy amongst our global network, and working alongside partners and commercial supporters. Please visit our website for more information: [vetsustain.org](https://vetsustain.org).

### The role

Vet Sustain's directors are seeking a part-time volunteer administrator – a new and key role that will support Vet Sustain as we transition from a small voluntary initiative to a start-up social enterprise. ***Please note this is an unpaid position.***

#### *Duties will include:*

- Managing communications from our network, including email correspondence;
- Signposting correspondents to appropriate Vet Sustain materials and external resources;
- Directing relevant communications to our team of directors, project leads and working group chairs;
- Organising online meetings;
- Taking minutes of meetings;
- Assisting with the organisation of events;
- Other administrative tasks as agreed with the Director group.

### The candidate

The candidate will be a veterinary or allied professional or student (i.e. have a background of working as part of a veterinary team), and, crucially, will be a passionate advocate of sustainability, and interested in supporting our mission to inspire and enable our community. The individual will be organised and dependable, and fluent in the use of Microsoft Office and Google Suite tools.

We recognise the positive value of diversity, challenge discrimination and promote equality. We welcome and encourage applications from people of all backgrounds.

### Conditions

This is an unpaid, voluntary position. However as a critical member of the Vet Sustain team, you will have access to all of our resource releases during your tenure and will gain invaluable experience in the world of veterinary sustainability. This is a highly visible role, which will help you to develop your networks in the veterinary and sustainability worlds.

### Apply now

If you are interested, please send your CV and a cover email stating why you are interested in this position, to [laura@vetsustain.org](mailto:laura@vetsustain.org) before **Sunday 2<sup>nd</sup> May 2021**. Shortlisted candidates will be invited to an informal meeting with two of Vet Sustain's directors.

Thank you so much for your interest!