**Wild Futures’ Monkey Sanctuary Office Administrator Assistant**

This is a one-year long post, which is unpaid but for which you will be provided with shared accommodation and food. It is an exciting opportunity to develop a wide range of skills, working alongside an experienced team, with the chance to earn a recommendation from a highly respected primate sanctuary.

**Primary responsibilities:**

* The Sanctuary is open to the public for eight months of the year. You will need to learn about the monkeys and the ethos of the Sanctuary sufficiently, so you can talk to and educate visitors and run workshops. You should demonstrate confidence and willingness to do this.
* Processing new memberships and donations for our Adoptions and Supporters schemes
* Help prepare for Keeper for the Day – Packs etc.
* Answering telephone calls, taking messages and redirecting calls and messages in a concise manner
* Preparation of reports as and when required
* Database maintenance, updating and inputting accurate information
* Keeping track of open orders
* General administrative support to all members of the office team
* Maintaining filing system
* Managing outgoing post and record data on special deliveries
* Minute meetings as and when required and distribute in a timely manner
* Stock take of office supplies
* Ensure the Sanctuary literature is displayed and replenished around the site
* Assisting in planning and arranging events, including organising catering
* Act as a point of contact for the adoptions and online sales department and other teams where needed
* Assisting in shop and on admissions desk as needed
* Assisting other office staff with any tasks that they may need assistance with.
* Attend training, workshops and meetings when requested

**Other responsibilities:**

The volunteer will assist in all parts of work here at Wild Futures Monkey Sanctuary. This work will include daily cleaning of monkey enclosures in the mornings as well as food preparation and making enrichment items. This work will usually take up most of the morning with a lunch break straight after. Other monkey related tasks included re-roping enclosures, making hammocks, composting, collecting large branches, and adding wood chip to outdoor spaces. There will also be general maintenance work of the site which will need to be done, such as gardening, painting and cleaning. Assisting at the café and children’s workshop will add variety to the volunteer’s day and ensure they interact with the general visiting public. The work at the Sanctuary is hard and physically demanding so volunteers must be fit and able. Volunteers will shadow their supervisor who will show them all the tasks and how to complete them in the correct and safe way. Personal Protective Equipment will be supplied and must be worn at all times when conducting certain tasks. Volunteers are required to listen carefully as it can be dangerous working near to wild animals. Rules on how to behave around the monkeys will be explained thoroughly.

**You will also:**

Be asked to supervise short-term volunteers on other cleaning routines, making enrichment and other tasks that are essential to the day to day running of the Sanctuary.

Be asked to assist with other work such as territory maintenance, grounds and gardening work, campaigns and computer work, as well as work in the shop, at the desk or in the café (especially during busy times), as the need arises.

Need to share responsibility for certain tasks with members of staff and other interns (such as cleaning the public toilets, cooking for the household and washing house laundry) via a rota system.

Be expected to develop and maintain good communications with all team members and evolve a co-operative living and working relationship with other members of the community. A monthly review process will enable you and the team to monitor your progress and mentor you through your internship.

Show that you can be flexible in your work, adapting to new situations as they arise and you will be able to prioritise work according to tasks you have been given. Be expected to work five full days a week and to be flexible about your days off.

You will have an allowance of 28 days annual leave over the course of your EVS placement.

**Expected Learning Outcomes:**

Volunteers will learn not only professional skills but social skills too which are equally important when working in a team.

* Understand and know the current issues surrounding primates today, with special focus of the pet trade.
* Help educate others on these issues (general public and other volunteers).
* Assist in the rehabilitation and daily care of rescued monkeys in a captive environment.
* To give volunteers a choice to focus in specific area of the charity.
* Learn to work with, and live alongside others, understanding and accepting different views, and beliefs.
* Integrate and socialise with people within the organisation and local community with an emphasis on personal development.
* Acquiring and refining lifelong skills both professional and personal.