



Location	Brockenhurst, Hampshire office-based
Hours	25 hours per week over 5 days
Salary	£26,812 per annum pro rata for 25 hours per week
Contract	Permanent, part-time subject to 3-month probation
Holiday	31 days holiday pro rata, inclusive of bank holidays

Administrator

About the role

We are looking for an experienced office administrator to oversee the day-to-day administration of the office and provide cover and support for the orangutan adoption programme as required.

Our charity works in partnership with Sepilok Orangutan Rehabilitation Centre in Borneo, where we fund and employ 14 members of staff who rescue, rehabilitate and reintroduce orphaned and displaced orangutans.

Working as part of a small team, the role will involve a varied range of administrative responsibilities including responding to enquiries, managing incoming and outgoing post, maintaining office systems and records, monitoring stock and supplies and providing general administrative support across the charity.

Our orangutan adoption scheme is one of our most successful fundraising streams. The successful candidate will be trained in our adoption processes to enable them to provide support during busy periods and effective cover during staff absence.

This role requires strong organisational skills, excellent attention to detail and confident use of MS Word, Excel and Access, as well as online platforms including Stripe. The successful candidate will play an integral part in ensuring our office systems and supporter communications run smoothly, supporting our wider conservation work.

Key Responsibilities

- Providing cover for the day-to-day processing of adoptions, orders, donations and related supporter enquiries during periods of staff absence
- Distributing adoption packs, donation thanks, merchandise orders and supporter updates to our UK and overseas supporters by post and email
- Providing general administrative support to the team as required, and provide additional
- Accurately maintaining digital and paper filing systems
- Responding to supporter enquiries by email and phone in a professional manner
- Processing incoming and outgoing mail
- Diary and calendar management
- Stock management and supplier communications



About You

We are looking for someone who:

- Has previous experience in an administrative role
- Is highly organised with strong attention to detail
- Has excellent written and verbal communication including a polite and professional phone manner
- Is experienced using MS Office (Word and Excel)
- Demonstrates a mature and professional approach to sensitive conservation issues and confidentiality
- Is comfortable carrying out routine administrative tasks
- Works well independently in a small office environment
- Has previous experience working for a charity (desirable)
- Is familiar with Microsoft Access (desirable)

About Orangutan Appeal UK

We are a small team based in a welcoming office in Brockenhurst. Our expertise and joint passion for animals, plants and the environment contribute towards the success of the charity which is dedicated to the rehabilitation and protection of orangutans, as well as the conservation of their rainforest home.

Collaborating with government agencies, local communities and conservation organisations in Borneo, our efforts encompass the rescue and rehabilitation of orangutans affected by habitat loss, poaching and the illegal wildlife trade. Additionally, we focus on protecting and restoring orangutan habitats, raising awareness about the threats orangutans face through educational initiative and advocating their protection on a local, national and international level.

If you thrive in an office environment and are passionate about contributing to a meaningful cause, we welcome your application.

How to Apply

Please submit your CV and a cover letter answering:

Why do you want to work for Orangutan Appeal UK and how would your skills support our mission?

Email to Hannah: admin2@orangutan-appeal.org.uk

Please note: Applications without a cover letter will not be considered. Candidates who have previously applied for this position need not reapply.