

Office & HR Administrator

16 hours per week
£10,057 - £10,971 per annum
(£22-24k pro-rata)

Your impact:

As our Office & HR Administrator, you'll be at the heart of our organisation – helping to create the smooth, supportive environment that makes all our work for animals possible.

From keeping our office running brilliantly to assisting the People & Culture team with essential daily tasks, your role ensures our staff feel valued and equipped and helps to power our charity's mission to make the world a better place for animals.

Responsibilities:

- Liaise with the charity's suppliers
- Raise purchase orders and process invoices and expenses
- Conduct regular office safety checks
- Compile reports
- Assistant in recruitment tasks
- Collate monthly newsletter content
- Schedule regular HR, safety and office renewals
- Book venues and catering for events
- Schedule, prepare papers and minute regular meetings

Must-have skills, education & experience:

- Excellent written and verbal communication skills
- Experience user of the Microsoft Office Suite
- Organised and proactive
- Previous experience in an admin role
- Proficient multi-tasker
- Strong attention to detail and a high level of accuracy



League culture

What do we do?

Animals are at the heart of everything we do. We strive to protect animals from being persecuted in the name of 'sport.'

We campaign for change

Standing up for those who don't have a voice, our hard-hitting campaigns inspire action and demand changes to legislation to protect them.

We educate

Our high-profile work in the media and expert behind the-scenes lobbying across the devolved nations, ensures we can create awareness of the plight our wildlife faces.

We provide intelligence to law enforcement

Our animal crimewatch gathers reports of suspected animal cruelty for us to investigate. Our in-house intelligence team provides packages for local law enforcement about those suspected of illegal activity to bring them to justice.

We safeguard the natural environment across our wildlife reserves

Our ten wildlife reserves provide a safe haven for animals to roam free from persecution. Our reserves allow space for wildlife to flourish with minimal intervention and after just a few years this has already seen positive environmental results.

Who are we?



What's it like to work at the League?

[Hear from the Senior Management Team](#)

[What do staff enjoy about their work?](#)

[What are the biggest challenges?](#)

[How does the team feel about the League as an employer?](#)

Why join us?

In addition to the opportunity to impact real change for animals, we have:

- Great [benefits](#)
- A strong commitment to [learning and development](#)
- An ethical approach to [sustainability](#), [diversity and inclusion](#), and [business practices](#)

More about the role

Why join us?

You'll be joining a values-driven charity with a long and proud history of campaigning, protecting wildlife and exposing cruelty.

We offer a flexible, supportive working environment with 28 days (pro-rata) of annual leave in addition to the public holidays and rising with service, and flexible working arrangements.

Most importantly, working at the League gives you the opportunity to make a real difference for animals.

[Find out more about working at the League.](#)

Next steps

Work with us to stop animal cruelty in the name of sport, apply now by sending your CV to people@league.org.uk. Together, we can redefine what is acceptable and create a better world for animals.