



Volunteer Role Description

Insurance & Microchip Admin Volunteer

Hours:

We anticipate that delivering the tasks assigned to this volunteering role is likely to take an average of 1-3 hours per week.

Key Objective:

To maintain insurance and microchip cover for all dogs in rescue and transfer same to new owners as dogs are adopted.

This volunteering role is a vital element in ensuring the welfare of all dogs coming into and/or leaving our care. Although the role is unlikely to require more than a small number of volunteering hours per week, there may be times when we are dealing with a higher than average number of dogs so more input may be required. The most important requirement is that the role holder is able to respond quickly and flexibly to requests in order to ensure that insurance and microchip details are maintained within, often, strictly limited timeframes.

Personal Specification & Key Skills:

- ✿ Good attention to detail
- ✿ Excellent organisation skills
- ✿ Availability to undertake tasks flexibly within timebound frameworks
- ✿ Experience in using MS Excel and/or database software

Role Specific Tasks & Activities:

- ✿ Register/Transfer Microchip when dog comes into rescue
- ✿ Transfer Microchip to new owner when dog is adopted (checking for any change of dog's name)
- ✿ Activate free insurance for new owner within three days of adoption.
- ✿ Maintain information up to date on relevant databases at all times

Support & Supervision:

This role reports to our Volunteering Coordinator who oversees the activities of all volunteers and provides support, advice and guidance to our volunteer team.

Basis of Role:

As an organisation we massively value our volunteers and the benefit they bring to PDD and the dogs that we seek to rescue and rehome. We anticipate that our volunteers will enjoy their time with us and develop their own skills as they carry out their role.

This is a volunteer role and, as such, attracts no payment other than the reimbursement of out of pocket expenses incurred directly as a result of the activities being undertaken on PDD's behalf. All expenses claims must be made on the charity's expenses claim form with valid receipts attached.

This role description is not intended to be a legally binding contract between PDD and the Volunteer and may be cancelled at any time at the discretion of either party. As a PDD Volunteer you are agreeing that neither of us intend any employment relationship to be created either now or at any time in the future.