

Admin Assistant

£26,000 FTE per annum, £7,428 actual, £14.28 ph

10 hours per week

December – August contract

Hybrid working, primarily home-based with occasional requirement to attend our Godalming office or travel for events

As our Admin Assistant, you'll play a fundamental role in the smooth operation of our office environment, assisting the People & Culture team with daily administrative duties and HR processes; thereby helping to maintain a functioning office environment and supporting staff.

What You'll Do:

- Liaise with organisation suppliers
- Conduct regular office safety checks
- Compile reports
- Assist in recruitment schedules
- Collate content for a monthly newsletter
- Schedule regular HR, safety and office renewals

Who You Are:

- An organised and proactive professional with previous experience within an admin role.
- A proficient multi-tasker who is able to prioritise effectively.
- An effective communicator, both written and verbal, to foster understanding and collaboration across teams and stakeholders.
- An experienced user of the Microsoft Office Suite.

Why Join Us:

We understand the importance of a healthy work-life balance, with 28 days of annual leave (pro-rata), plus public holidays we also enjoy flexible working arrangements, including options for compressed hours and remote work from day one. We offer a generous employer contribution of eight percent towards your pension scheme and additionally, our benefits package includes discounts on shopping, electronics, hospitality and leisure. [Find out more about working at the League.](#)

The League Against Cruel Sports is committed to inclusivity and diversity, and we welcome candidates from all backgrounds to apply. We believe that together, we can end animal cruelty in the name of sport. Join us in our purposeful mission to redefine what is acceptable and inspire positive change in animal welfare legislation.

Ready to make a real difference? Don't wait - apply now! We're looking to fill this position quickly and will be reviewing applications on a rolling basis. To apply, please submit your CV along with a covering letter



to people@league.org.uk. Together, we can redefine what is acceptable and create a better world for animals.