

Job Description

Administrator

Organisation: British Hedgehog Preservation Society

Reports to: Fay Vass, CEO

Location: Office-based – Clee Hill area, South Shropshire

Hours: 9:00am – 5:00pm, Monday & Tuesday (with occasional additional days to cover staff holidays)

Salary: £13.45 per hour + 8% pension + 6 weeks annual leave (pro rata)

About BHPS

The British Hedgehog Preservation Society (BHPS) is a UK wildlife charity committed to safeguarding the future of native hedgehogs. Through our campaigns, advocacy and educational projects we work to raise awareness of the practical steps we can take to help reverse the decline of hedgehogs in the wild, improve their welfare and safeguard the future of this much-loved animal. We also fund research that provides important new insights into the conservation and welfare of hedgehogs.

We also offer help and advice to those with sick, injured or orphaned hedgehogs and maintain a list of independent hedgehog rescue centres across the UK.

Vision

A sustainable, thriving hedgehog population in the UK.

Mission

To protect the future and welfare of native British hedgehogs and help people better understand and respect wildlife through education, conservation, and funding of research focused on the European hedgehog (*Erinaceus europaeus*).

Purpose of the Role

To provide effective administrative support to ensure the smooth day-to-day running of the organisation. You will support through a variety of communications, supporter engagement, financial processing, and operational tasks, contributing to the delivery of BHPS' conservation and education work.

Key Responsibilities

- Answer telephone calls, emails, and written correspondence
- Assemble and distribute information & education packs

- Log supporter payments and maintain accurate financial records
 - Maintain and update supporter databases
 - General office administration including filing and photocopying
 - Issue renewal and defaulter correspondence via post and email
 - Attend shows and events as required
 - Maintain Standing Order records
 - Update and maintain the wildlife rehabilitator database
 - Respond to planning enquiries relating to hedgehog populations
 - Maintain press cuttings log
 - Maintain accurate Gift Aid records and process claims
 - Process course bookings and payments
 - Handle payments from collection box volunteers
 - Process merchandise orders
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Person Specification

Essential

- Strong administrative and organisational skills
- Good IT proficiency
- Ability to work both independently and as part of a small team
- Effective time management skills
- Access to own transport due to rural office location

Desirable

- Knowledge or interest in wildlife conservation
 - Awareness of hedgehog conservation issues
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Additional Information

This is an office-based role within a small, friendly team. The successful candidate will be self-motivated, reliable, and enthusiastic about contributing to wildlife conservation.
