

Animal Rescue Officer
Recruitment Pack
February 2018



Wadars
Animal Rescue & Rehoming

Hangleton Lane
Ferring
Worthing
West Sussex BN12 6PP

Telephone 01903 247111
www.wadars.co.uk
enquiries@wadars.co.uk

INFORMATION TO CANDIDATES for the post of ANIMAL RESCUE OFFICER (part time)

Dear Applicant

The following information is intended as a useful guide to applicants considering joining Wadars. Full details are supplied with an offer of appointment.

Wadars

Based in Ferring, West Sussex, Wadars is a leading animal rescue charity and has been providing protection of animals of all kinds in need of care and attention by reason of sickness, maltreatment, poor circumstances or similar causes since 1969.

Wadars rescues and rehabilitates more than 1,500 wildlife and re-homes over 500 companion animals (pets) every year. Our team of animal rescue officers respond to calls from the general public where animals are in peril and, during the summer months, can receive more than 50 calls a day.

Currently, Wadars companion animals are cared for in commercial kennels and catteries or with our volunteer fosterers until suitable forever homes can be found. We also have the support of a number of wildlife sanctuaries in the area.

We are at the start of an exciting new phase for Wadars as we plan the development of our rescue, rehoming and wildlife centre in Ferring.

Wadars is a registered charity and relies almost entirely on donations, legacies and fundraising from within the community that it serves.

Animal Rescue Officer

The Animal Rescue Officer is part of the Animal Welfare Team. The team works throughout the community from our animal ambulances on a daily basis, responding to requests from Wadars staff, the general public, other welfare organisations and veterinary surgeries.

You will also be required to liaise directly with our team of fosterers and be prepared to train, manage and work with our team of volunteers.



You must be willing to handle all domestic animals, wildlife, reptiles and birds, demonstrating a high degree of compassion, common sense and sound judgement. The role is physically demanding; rescues on or by lakes, ponds and from the beach are not uncommon and therefore, the ability to swim is essential.

The Animal Rescue Officer is also a public face of Wadars and you will be in close contact with the community both directly and indirectly. Wadars relies on donations, legacies and fundraising to provide the funds necessary for the continuation of its work. It is an essential element of the job that the people who we serve are treated efficiently and effectively but, most of all, with kindness and understanding.

You must be diplomatic, objective and a good communicator. As the Animal Rescue Officer also receives donations from the public on behalf of Wadars, s/he must be honest and trustworthy.

Full training will be given. Experience of domestic animal care and husbandry from working in the animal care/welfare industry would be an advantage as would experience of handling wildlife.

A full driving licence and the use of a reliable, suitably insured car are essential.

Terms and Conditions

This post is initially offered on a six month contract through our busiest period, but there is potential for this to become a permanent post.

The salary range for an Animal Rescue Officer is dependent on experience and is between £18,720 and £21,840 per annum based on a 40 hour week, excluding meal breaks. This role is offered on a part-time basis at 14 hours a week and the actual salary will therefore, be between £6,552 and 7,644.

The post holder will be required to work very flexibly, responding to the workload of the Charity and will be required to work additional hours to support the Animal Welfare Team during peak times and to cover holidays and other absences. It is anticipated that this will not exceed 20 hours a week during peak times. Regular evening and weekend working is essential to the role.

Holiday entitlement is 25 days per annum for full time staff plus 8 public holidays. Holiday entitlement for part time staff is calculated on a pro-rata basis. The holiday year runs from 1 January to 31 December.

The Charity operates a contributory pension scheme through Scottish Widows. The Charity is unable to contribute towards the cost of relocation if this is necessary.

As part of the selection procedure for employment, we ask the successful candidate to complete a pre-employment medical questionnaire.

To comply with legal requirements, we ask all potential employees to prove their eligibility to work in the UK. If you are invited to interview you will be asked to bring to interview the appropriate original documents. No offer of employment will be made until eligibility to work in the UK has been verified.

Any offer of employment will be subject to the receipt of at least two satisfactory references, one of which must be from your present or most recent employer. Wadars reserves the right to contact your previous employers before an offer of employment is made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have communicated your intention to leave.

Equal Opportunities

Wadars is committed to equal opportunities for all staff, volunteers and applicants. We believe that all staff, volunteers and supporters of Wadars should be treated with dignity and respect.

We aim to ensure that all who wish to work in, or volunteer to help with our Charity should have an equal chance to do so. It is our policy that all employment and volunteer decisions are based upon merit and the business needs of the Charity. Wadars does not discriminate on the grounds of age, gender, health, sexuality, class, family status, means, ability, colour, ethnic origin, culture, religion, or belief.

How to Apply

Your application form (which can be downloaded from the Wadars website www.wadars.co.uk) should be sent by email to tracy@wadars.co.uk.

Alternatively, you can submit your application form by post to Tracy Cadman, Operations Manager, Wadars, Hangleton Lane, Ferring, Worthing, West Sussex, BN12 6PP and the envelope should be marked 'Private & Confidential Ref ARO2018'.

Only completed applications received on the appropriate form will be considered – we will not accept CVs.

The closing date for completed applications is 12 noon on Monday 26th February 2018.

Interviews will be held at Wadars, Ferring on 5th and 7th March. *If you are invited back for a second interview, these will take place on 15th March.*

For an informal and confidential discussion prior to making your application, please contact the Operations Manager, Tracy Cadman, by emailing tracy@wadars.co.uk or telephoning 01903 247111

Thank you for your interest in working at Wadars

February 2018



JOB DESCRIPTION

JOB TITLE:	ANIMAL RRESCUE OFFICER (part-time)
CONTRACT:	Temporary 6 months with potential to become permanent
REPORTS TO:	Operations Manager
LOCATION:	Based at the Charity's offices in Hangleton Lane, Ferring, Worthing with extensive travel around the surrounding area.
RESPONSIBLE FOR:	Animal welfare volunteers

PURPOSE OF THE JOB

To rescue or collect domestic (companion) animals and wildlife including birds, reptiles and fish, which are in immediate or potential risk and accommodate them within Wadars approved accommodation for rehoming or rehabilitation. To help ensure all rescued animals are given the best possible care both initially and in the longer term. To prevent animal suffering and to promote good practice and compassion in animal welfare.

MAIN DUTIES

Under the direction of the Operations Manager the post holder will be expected to:

Animal Welfare

- Plan, prepare and carry out the collection or rescue of sick, injured or stray animals and birds to a Wadars approved establishment or veterinary surgery in an appropriate and compassionate manner.
- Assess and evaluate both the animal and its environment and take appropriate action to safeguard the animal's welfare and to ensure compliance with the relevant animal welfare legislation.
- Assess and evaluate both the potential animal adoptee and their premises to ensure a suitable and appropriate rehoming.
- Ensure all requests for the transportation of animals are attended to promptly, efficiently and in a professional manner.
- Educate and offer advice and literature to owners and carers of animals who seek to improve or maintain the welfare of animals and prevent and alleviate suffering.
- Take a proactive role in developing an effective relationship with Wadars animal fosterers, ensuring their needs for appropriate equipment and animal feeds are met.
- In collaboration with the Animal Rescue Team and others, establish and publish general guidelines for animal welfare and animal fostering best practice.
- Respond effectively to general telephone enquiries regarding animal welfare, wildlife in distress and animal homing opportunities.
- Keep abreast of the law regarding animals and wildlife and Wadars animal welfare policies and comply with requirements.
- Where a breach of legislation is detected during interaction with the public, deal with the matter in accordance with current legislation.

Volunteers

- Work collaboratively with the Volunteer Coordinator to identify volunteering opportunities within the Animal Welfare Team.
- Support and direct volunteers recruited to the Animal Welfare Team to ensure they effectively contribute to the animal welfare work within the Charity and feel valued.

Charity Vehicle & Equipment

- Ensure your allocated Wadars animal ambulance and other equipment are mechanically maintained, kept in a clean condition, ready for use at all times and records of vehicle use are kept up-to-date.
- Take responsibility for the recording, allocation and maintenance of Wadars animal feeds, property and equipment.
- Ensure all appropriate equipment is safety checked regularly by the appropriate professional body.
- Collect and redistribute goods donated to the Charity.

Administration

- Maintain a daily diary and other animal welfare records as requested to enable effective statistical data to be collated on a weekly basis.
- To accept donations on behalf of Wadars, issuing receipts where necessary.
- Provide articles for newsletters and the website as and when required.

General

- Be aware of the philosophy of Wadars and behave as a fit representative.
- Maintain good public relations and help to maintain a high profile for Wadars raising the public awareness of the importance of volunteers and donations to the continuance of the work of Wadars.
- Maintain regular and effective liaison with the Animal Welfare Team and other staff and volunteers to ensure good working relationships.
- Meet agreed objectives, undertake an annual performance review and undertake training as required.
- Be flexible and willing to take on special projects or other reasonable duties as requested by the Operations Manager.
- Assist with any other reasonable task as requested by the Operations Manager.
- While at work all staff are required to take care of their own health and safety and that of others who may be affected by their acts and omissions.
- To be aware of and comply with the requirements stated within the Charity Staff Handbook and other policies and operational procedures as issued from time to time.

Additional information

- The post holder will be required to regularly drive a Wadars animal ambulance as part of their normal working day.
- The post holder needs to be aware that the role is physically challenging and demanding.

Variations

This job description is a statement of the job content agreed in February 2018. It should not be seen as precluding future changes. This job description will be reviewed annually during the Appraisal process, to take into account the need for change in the services, role and activity.

ANIMAL RESCUE OFFICER PERSON SPECIFICATION

Education and Training

- Good standard of general secondary education
- An NVQ in animal welfare is desirable
- Sound IT skills (Word, Excel, internet and email); database/CRM is desirable

Qualities

- Enthusiastic self-starter and ability to work on own initiative and as part of a team
- Flexible, self confident, reliable and able to work alone
- Resilience to stress and emotionally strong
- Ability to deal with all issues with tact and diplomacy
- Calm when under pressure even when faced with confrontational situations
- Honest and trustworthy

Experience and Skills

- Experience of domestic animal care and husbandry from working in the animal care/welfare industry is desirable
- Experience of handling wildlife is desirable
- Ability to assess and respond to challenging situations
- Good organisation skills
- Excellent communication and customer care skills
- Team player
- Management of volunteers is desirable

Other requirements

- Empathy for the work of Wadars and its values
- High degree of emotional stamina and the ability to cope with animal euthanasia, cruelty and neglect.
- Willingness to undertake training as and when required
- Prepared to work flexibly including evenings and weekends, cover sickness and holiday periods
- Car driver with full clean driving licence
- Strong swimmer

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