

Wildlife Supervisor



Recruitment Pack
September 2019



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 WILDLIFE SUPERVISOR

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. As a registered charity, we rely almost entirely on donations, legacies and fundraising from within the community that we serve.

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.

This is an exciting new phase for Wadars as we extend our services to improve outcomes for sick, distressed and injured wild animals. Building on the extensive relationships that we have with other sanctuaries and wildlife centres in the area, we are further developing the wildlife facilities at our animal rescue centre in Hangleton Lane, Ferring, to enable us to respond more effectively for the rehabilitation of wild animals, before their release back into their natural environment.

We are now looking for two part time supervisors to join our small, dedicated animal welfare team to lead the work of our wildlife centre.

Posts Available

Wildlife Supervisor (two posts)

A part time role for either three or four days each week (24 or 32 hours) working on a rota basis to include regular weekend and Bank Holiday working. These two roles will work to complement each other and provide cover seven days each week.

Wildlife Supervisor

Supported by our mobile animal rescue officers, you will be working to lead a small team of volunteers to provide rehabilitation of wild animal casualties and to assist in their integration back into their natural environment.

Duties will include the cleaning and disinfection of all areas on a daily basis, food preparation, performing daily general health checks and the initial assessment of animals as they are brought to us, recording all findings.

You will be the first point of contact for members of the public who bring injured or distressed wildlife to us. You must be confident when dealing with members of the public and able to handle difficult situations with sensitivity and compassion.

You will be required to liaise with our animal rescue officers and other members of the team, and be prepared to train, manage and work with our team of dedicated volunteers. As we are a multi species animal rescue charity, you will need to be flexible and be prepared to work within other animal units from time to time, should the need arise.

You will be experienced in handling multiple species of wildlife and ideally, trained in crop/tube feeding and administering medications, although training will be given; some training may take place with other animal welfare charities. A full driving licence is essential as you may be required to drive a Wadars animal ambulance from time to time.

You must be prepared to work on a rota basis and undertake regular weekend and Bank Holiday working as care of the animals is required 365 days a year. You must also be prepared to assist in the provision of 24-hour cover where animals require overnight feeding and/or medications.

You will be part of the public face of Wadars and you will be in close contact with the community both directly and indirectly. 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, compassion and understanding.

This role can be physically and emotionally demanding; a high degree of emotional stamina and the ability to cope with animal euthanasia, cruelty and neglect is essential.

A detailed job description and person specification is included in this pack.



Terms and Conditions

The starting salary for a fully trained Wildlife Supervisor is £9.25 per hour (the full-time equivalent salary is £19,240 for a 40-hour week excluding meal breaks).

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 1st January to 31st December.

The Charity operates a contributory pension scheme through Scottish Widows.

The Charity is unable to contribute towards the cost of any relocation if this is necessary.

As part of the selection procedure for employment, we ask the successful candidates 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

Applications can only be considered on our application form (which can be downloaded from the Wadars website www.wadars.co.uk) and 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 WL2019'.

We will not accept CVs - only completed applications received on the appropriate form will be considered.

The closing date for completed applications is 5pm on Friday 25th October 2019 at 5pm.

Interviews will be held at Wadars on Wednesday 6th November 2019.

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



One of our rehabilitated patients

JOB DESCRIPTION – WILDLIFE SUPERVISOR

JOB TITLE: Wildlife Supervisor (part-time)
CONTRACT: Permanent
REPORTS TO: Operations Manager
Team: Animal Welfare Team
LOCATION: Wadars Animal Rescue Centre in Hangleton Lane, Ferring, Worthing with occasional travel around the surrounding area

PURPOSE OF THE JOB

To work for the rehabilitation of wild animal casualties and their integration back to the wild. Prevent animal suffering and to promote good practice and compassion in animal welfare. Assist in the provision of 24-hour cover at the Animal Rescue Centre.

MAIN DUTIES

This is not an exhaustive list but an outline of the main duties for the post-holder. Working with Wadars volunteers and other vocational placements:

- Admit, care for, prepare for release, release and monitor wildlife casualties according to the standard procedures and protocols of the centre.
- Accurately record information and assist in the collation of statistics.
- Carry out care and rehabilitation procedures, as defined in the centre procedures, for the benefit of injured wildlife. This involves hands-on treatment, care and monitoring all sorts of creatures (requiring different approaches).
- Ensure the cleanliness and hygiene of all areas, including general areas, pens, aviaries, pools, treatment room, kitchen and storage areas, using if necessary specialised substances or equipment to a standard acceptable to the Operations Manager.
- Assist with the functionality and maintenance of all areas and facilities including general areas, aviaries, pools, pens, kitchen and storage areas. To support the improvement of these areas where necessary.
- Where appropriately trained, to ensure the medication prescribed by local vets is correctly administered and to oversee the safe handling of drugs. This includes keeping accurate records of permissions given and calculations and administering correct dosages across all species.
- To participate in, and contribute to, discussion in the formulation and continued improvement of rehabilitation procedures.
- In agreement with the Operations Manager, identify animals in care that require moving to a different enclosure or animals that may be ready for release.
- Assist Animal Rescue Officers with the releases of wildlife including the identification, surveying and preparation of release sites as well as the transportation of the animal to the release site.
- Be prepared to train, induct and supervise vocational experience students and volunteers.
- Represent the wildlife unit at team meetings where required.
- Assist the Operations Manager by carrying out risk assessments and safety audits and other health and safety duties as directed. Point out safety issues identified.
- Contribute towards centre fundraising activities and delivery of educational talks.
- Other duties as directed by the Operations Manager.
- Complete daily animal paperwork and update the computerised listings documents for all animals held on site
- Work collaboratively with your manager and Volunteer Coordinator to identify volunteering opportunities within the Wildlife Unit
- Liaise with other members of Wadars staff as appropriate

JOB DESCRIPTION – WILDLIFE SUPERVISOR

Wadars staff are expected to

- 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 other members of 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 your 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

- Working at weekends and all bank holidays will be a regular requirement of this role as animals must be cared for 365 days a year
- From time to time the post holder may be required to drive a Wadars animal ambulance
- The post holder needs to be aware that the role is physically challenging and emotionally demanding

Variations

This job description is a statement of the job content agreed in September 2019. 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.

JOB DESCRIPTION – WILDLIFE SUPERVISOR

Wildlife Supervisor PERSON SPECIFICATION

Education and Training

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

Qualities

- Enthusiastic self-starter with the 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

- Excellent animal handling skills preferably gained in an animal welfare or animal charity-based establishment.
- Field work skills such as identification of mammals and mammal tracks, and birds.
- Wild animal handling, assessment and first aid skills.
- Administration of medications and tube/crop feed is desirable
- Excellent communication (written and verbal) and customer care skills
- Ability to assess and respond to challenging situations
- Good organisation skills
- Team player
- Management and training of volunteers.

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, and overnight stays in the Centre.
- Car driver with full clean driving licence is essential

September 2019