

Wildlife Manager

Recruitment Pack
December 2020



Wadars Animal Rescue & Rehoming

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INFORMATION TO CANDIDATES for the post of WILDLIFE MANAGER

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

Set in 15 acres of the beautiful South Downs 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 around 1,500 wildlife and re-homes over 400 companion animals (pets) every year. Our team of mobile 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.

After 50 years of working with commercial kennels, catteries and other wildlife units, we have now obtained full planning permission for the development of a comprehensive rescue and rehoming centre including a purpose built wildlife unit. This will take time – and money – to complete and in the meantime, we have converted a barn into a wildlife unit with associated aviaries.



This first step has been more successful than we could have anticipated and the rapidly increasing number and complexity of casualties has created the need to recruit a highly experienced manager to run and further develop the unit.

Wildlife Manager

This is an exciting opportunity for an experienced wildlife manager to be pivotal in developing a centre of excellence for wildlife rehabilitation in the South East.

You will be responsible for admissions, initial assessment of casualties and for developing individual care plans for each animal, leading to their eventual release. You will also be responsible for the development of protocols and operating procedures, driving best practice throughout the unit.

If you are expecting to just ‘manage’ a wildlife unit, this role is not for you. You will be supported by a part time wildlife supervisor and a wildlife assistant at peak times, underpinned by volunteers, but you must be fully hands on in animal care.

You must also be prepared to train and direct all of the staff and volunteers within the Unit and to liaise with our team of mobile animal rescue officers.

We are not a sanctuary and every wild animal which comes to us has an expectation of release back to their natural environment.

You will help to shape the future of the care and rehabilitation of wildlife at Wadars. Our existing facilities restricts the number and type of casualties which we can support. The new unit will enable us to deliver care at a significant level across multiple species. You will need to have the vision to see beyond our current offering and contribute to the overall design and development of the new wildlife unit.

We do not have a resident vet and you must be prepared to make decisions on a day to day basis regarding the welfare of each animal. It is therefore essential that you will have worked in a similar rescue and rehabilitation unit for at least five years of which, at least two years must have been as a manager or in a senior leadership position. We will also consider applicants from a veterinary background, providing you have management and extensive hands-on wildlife experience.

We believe in the development and sharing of best practice. Part of your induction and ongoing development may take place with other animal welfare charities. A full driving licence is desirable as you may be required to drive a Wadars animal ambulance from time to time.

We are offering this role on a full time basis. You must be prepared to work on a rota basis and undertake regular weekend and Bank Holiday working as the unit is open 365 days a year. You must also be prepared to assist in the provision of overnight cover for the Animal Rescue Centre as and when required.

General

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 can be found on page 6 of this pack.

Terms and Conditions

The salary for a full time Wildlife Manager is up to £27,040 per annum, depending on experience.

Holiday entitlement is 25 days per annum for full time staff plus 8 public holidays. The holiday year runs from 1 January to 31 December each year.

The Charity operates a contributory pension scheme through Scottish Widows for eligible staff.

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

As part of the induction 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 provide 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 three satisfactory references, one of which must be from your present or most recent employer. Wadars reserves the right to contact your referees 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.

Recruitment During Covid-19

We are currently operating within very strict operating protocols at our Centre in Ferring to protect our staff and volunteers from potential infection. All interviews will be held via Zoom. All candidates invited for a second, final interview, will be asked to attend the Centre for a practical assessment. The candidates will receive a detailed health and safety briefing before attending the Centre for the first time.

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.

Due to Covid-19 restrictions, we are not accepting applications by post or by hand.

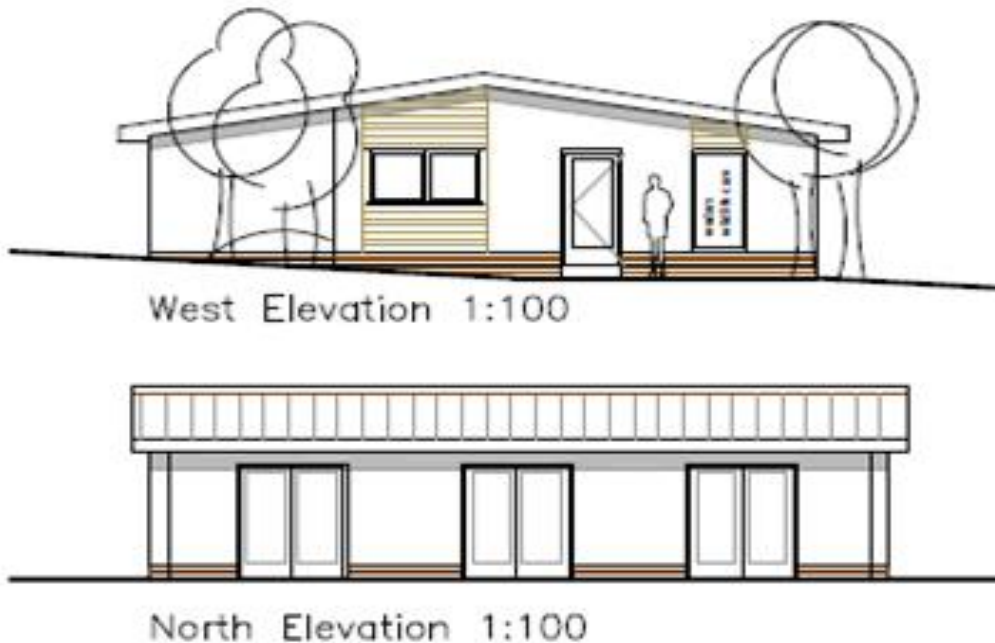
Only completed applications received on the appropriate form will be considered – **we will not accept CVs.**

The closing date for completed applications is 12 noon on Friday 22nd January 2021.

Initial interviews will be held via Zoom on Wednesday 27th and Thursday 28th January. Second, final interviews will take place via Zoom and a practical assessment will be held at the Centre on a date to be agreed with the shortlisted candidates.

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

Thank you for your interest in working at Wadars



Proposed Wildlife Unit at Wadars

JOB DESCRIPTION – WILDLIFE MANAGER

JOB TITLE: Wildlife Manager (full-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

Overall responsibility for intake and the health, welfare, rehabilitation and release of all animals in the Wildlife Unit. To manage the daily operation of the Wildlife Unit, including hands on care, ensuring that staff and volunteers are maintaining best practice and that rehabilitation and release procedures for animals and birds in our care meet the highest standards.

MAIN DUTIES

This is not an exhaustive list but outlines the main duties for the post-holder

- Ensure the unit provides appropriate care for sick, injured, and orphaned wildlife casualties and to oversee their rehabilitation and release according to agreed protocols
- Working in a hands on capacity, manage the daily operation within the wildlife unit ensuring that the wildlife supervisor, wildlife assistants, volunteers and vocational students are working well as a team in an efficient and diligent manner, maintaining best practice, and effectively rehabilitating wildlife according to agreed protocols
- Develop and pilot new rehabilitation techniques and protocols and improve current methods and skills in consultation with the Operations Manager
- Ensure that the unit keeps comprehensive and accurate records of all wildlife admissions, releases, agreed treatments and medications, and use this data to guide future practice and research
- Ensure that wildlife staff receive their annual appraisal, monthly one-to-ones, as well as continued support and motivation
- Induct all new staff and volunteers in the unit and train in our Standard Operating Procedures and oversee the continued professional development of all wildlife staff
- Prepare staff and volunteer rosters and authorise leave for the Wildlife Supervisor and Assistants
- Liaising with other managers in the Centre, manage weekly vet visits and agree ongoing care plans for casualties
- Carry out regular maintenance checks of all areas of the wildlife unit and facilities, ensuring that designated areas are secure, well maintained, fully functional and in line with agreed best practice
- Produce reports on the work of the wildlife unit as required by the Operations Manager and evaluate outcomes of admissions
- Build and maintain a database of other external contacts to further the interests of the Unit
- When directed by the Operations Manager, act as media spokesperson for interviews relating to our work with wildlife and where appropriate, in conjunction with the Director of Development

JOB DESCRIPTION – WILDLIFE MANAGER

- Develop and regularly update the Wildlife Unit Manual and Statement of Facilities, and the creation of protocols for each area of the Unit's work to improve rehabilitation procedures and outcomes for casualties
- Be responsible for the ordering of drugs and other supplies to meet immediate needs and maintain adequate stock levels of disposables including medications; feed; bedding; enrichment materials
- Within the Wildlife Unit, carry out regular fire alarm tests, COSHH assessments, and other H&S audits, recording findings and reporting any concerns to the Operations Manager
- Maintain records in accordance with the Veterinary Medicines Directive in line with guidance from our contracted vet
- Ensure adequate stocks of PPE are maintained on site and that staff and volunteers are trained and compliant in the use of PPE

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 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 December 2020. 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.

Wildlife Manager

PERSON SPECIFICATION

Education and Training

- University degree or equivalent in a relevant subject such as zoology, ecology, veterinary nursing
- Knowledge of legislation relating to animal care and wildlife species is desirable
- Excellent IT skills especially 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

- Extensive hands on wildlife experience with at least five years experience of working in a wildlife rehabilitation centre or in a wildlife veterinary setting
- At least two years experience of working as a manager or in a senior leadership position within a similar unit
- Extensive experience of directly managing wildlife from admission to rehabilitation including protocol evaluation, release organisation, faecal sampling and administering drugs
- Excellent wild animal handling skills including initial assessment and first aid
- Experience of managing staff and successfully developing and leading teams to create a positive working environment
- Excellent communication and customer care skills
- 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; be prepared to stay on-site overnight when required
- Car driver with full clean driving licence is desirable but not essential

December 2020