

# Animal Welfare Officers Part Time – Zero Hours



Recruitment Pack  
June 2021



## Wadars Animal Rescue & Rehoming

Hangleton Lane  
Ferring  
Worthing  
West Sussex BN12 6PP

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# INFORMATION TO CANDIDATES for the post of ANIMAL WELFARE OFFICERS

## 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. This will take time – and money – to complete and in the meantime, we have created a small but well equipped wildlife unit with associated aviaries and built the first phase of our cattery.



We work tirelessly to provide rehabilitation of wild animal casualties and their integration back into their natural environment. We also provide a mobile animal rescue service, with a fleet of three animal ambulances, responding to distressed, injured and displaced wild animals in our community.

### Animal Welfare Officers – part time

In support of our work across all animal welfare teams, we need up to three part time animal welfare officers who can be called on at peak times to work within our small, friendly teams including volunteers. We are a multi species animal rescue charity and you will need to be flexible and be prepared to work within all animal units as and when required.

Duties will be varied depending on the team you are supporting on any given day. Duties may include the cleaning and disinfection of all areas and aviaries, food preparation, performing daily general health checks and initial assessment of animal casualties, recording all findings.

You may be called out to a wildlife rescue in one of our ambulances, transport animals between vets and our centre or other wildlife centres. You may be asked to support the public wildlife telephone advice line or undertake a pre or post adoption home check.

You must be confident when dealing with members of the public and able to handle difficult situations with sensitivity and compassion.

You may be required to liaise with other members of the animal welfare team, volunteer fosterers and be prepared to support the training of our team of dedicated volunteers.

Your primary professional experience will be in handling British wildlife, including birds, hedgehogs and small mammals and ideally, be trained in crop/tube feeding and administering medications, although training will be given. Experience of working with cats and/or dogs in a rescue or kennels environment would be an advantage. A full driving licence is essential as you will be required to drive a Wadars animal ambulance.

The centre is open 365 days a year and therefore, work offered will include weekends and Public Holidays. You may also be asked to assist in the provision of 24-hour cover where animals require overnight feeding and/or medications.

#### 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 job description and person specification can be found on page 5 of this pack.

## Terms and Conditions

These roles are offered on a zero hours contract and will be paid at £9.44 per hour. 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 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 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. Candidates invited for a second, final interview, will be asked to undertake a practical assessment at the Centre or via zoom.

## How to Apply

Applications can only be considered on our application form (which can be downloaded from the Wadars website [www.wadars.co.uk](http://www.wadars.co.uk)) and should be sent by email to [tracy@wadars.co.uk](mailto: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.**

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

**Thank you for your interest in  
working at Wadars**

# JOB DESCRIPTION – ANIMAL WELFARE OFFICERS

**JOB TITLE:** Animal Welfare Officer (part-time)  
**CONTRACT:** Zero Hours  
**REPORTS TO:** Operations Manager  
**TEAM:** Animal Welfare Team  
**LOCATION:** Wadars Animal Rescue Centre in Hangleton Lane, Ferring, Worthing with travel around the surrounding area

## PURPOSE OF THE JOB

To work for the rescue and rehabilitation of wild animal casualties and their integration back to their natural environment. To work for the rescue, care and rehoming of companion animals. Prevent animal suffering and to promote best practice and compassion in animal welfare.

## MAIN DUTIES

By the nature of this role, duties will be varied depending on which team you will be supporting on any given day. This is not an exhaustive list but aims to provide an outline of typical duties which the post-holder may be asked to undertake. Working with Wadars staff, volunteers and other vocational placements:

- Support the admission, daily care, preparation for release, release and monitoring of wildlife casualties according to the standard procedures and protocols of the centre.
- Carry out initial assessment of animals brought to the centre and perform daily general health checks raising any concerns with the relevant unit supervisor.
- Carry out behavioural assessments of companion animals and provide appropriate enrichment.
- Ensure the cleanliness and hygiene of all areas at all times, including general areas, pens, aviaries, pools, treatment rooms, kitchens and storage areas, using if necessary specialised substances or equipment to required standards.
- Assist with the functionality and maintenance of all areas and facilities including general areas, aviaries, pools, pens, kitchens, storage areas and grounds.
- Assist with the weekly vet visits and ensure medications prescribed are correctly administered following procedures for the safe handling of drugs. This includes keeping accurate records of permissions given and calculations and administering correct dosages across all species.
- Plan, prepare and carry out the rescue of sick, injured or stray animals including wildlife and companion animals. Assess and evaluate the animal and its environment and take appropriate action to safeguard the animal's welfare.
- Release wildlife including the identification, surveying and preparation of release sites as well as the transportation of the animal to the release site.
- Assess and evaluate potential adopters and their premises to ensure suitable and appropriate rehoming of companion animals.
- Respond to telephone enquiries from the general public, offering appropriate advice.
- Educate and offer advice and approved literature to owners and carers of animals to improve animal welfare and prevent and alleviate suffering.
- Contribute to the training and supervision of vocational experience students and volunteers.
- Ensure compliance with relevant animal welfare legislation at all times.
- Contribute to the continued improvement of rehabilitation and rehoming procedures.
- Carry 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.

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In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Charity.

## **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**

- The centre is open 365 days a year and therefore, work offered will include weekends and Public Holidays. You may also be asked to assist in the provision of 24-hour cover where animals require overnight feeding and/or medications.
- The post holder will 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 June 2021. 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 Welfare Officers

## PERSON SPECIFICATION

### **Education and Training**

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

### **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
- Ability to assess and respond to physically and emotionally challenging situations
- Strong swimmer
- 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**

- British wildlife care skills preferably gained in a professional animal welfare or animal charity-based environment.
- Excellent field work skills such as identification of mammals, mammal tracks, and birds.
- Wild animal handling, assessment and first aid skills.
- Administration of medications and tube/crop feed would be an advantage
- Working with companion animals in a cattery/kennel or rescue centre environment would be an advantage
- Excellent communication (written and verbal) and customer care skills
- Good organisation skills
- Team player

### **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, weekends and public holidays and overnight stays in the Centre.
- Car driver with full clean driving licence is essential

*June 2021*