

# Wildlife Manager

Recruitment Pack  
September 2021



## Wadars Animal Rescue & Rehoming

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Ferring  
Worthing  
West Sussex BN12 6PP

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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 an experienced manager to run and further develop the unit.

### Wildlife Manager

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 manage a small team of 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 and administrator.

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 senior leadership position, in a similar rescue and rehabilitation unit for at least three years. We will also consider applicants from a veterinary background, providing you have leadership and extensive British 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 essential 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 make decision of and 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 range for a full time Wildlife Manager is £23,920 to £27,040 per annum; pay review pending.

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 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 restricted operating protocols at our Centre in Ferring to protect our staff and volunteers from potential infection. Initial assessment interviews will be conducted via Zoom. Second, final interviews, will be held at our Centre in Ferring on Wednesday 13<sup>th</sup> October and will include a practical assessment.

## 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).

We do not accept applications by post or by hand.

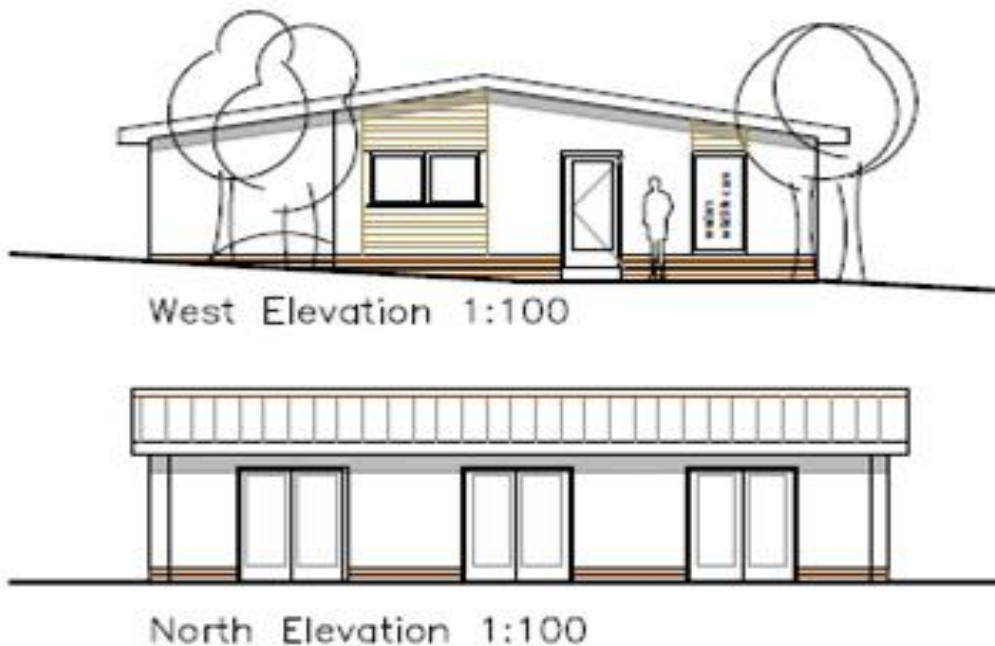
Only completed applications received on the appropriate form will be considered – **we will not accept CVs.**

**The closing date for completed applications is 12 noon on Wednesday 6<sup>th</sup> October 2021.**

Initial assessment interviews will be held via Zoom throughout the process. Second, final interviews, will be held at our Centre in Ferring **on Wednesday 13<sup>th</sup> October** and will include a practical assessment.

For an informal and confidential discussion prior to making your application, please contact the Director of Operations, Tracy Cadman, by emailing [tracy@wadars.co.uk](mailto: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:** Director of Operations  
**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 and enrichment 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 Director of Operations
- Liaise with local vets and other rescue centres where appropriate, for the welfare of casualties
- 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 Director of Operations and evaluate outcomes of admissions
- Build and maintain a database of other external contacts to further the interests of the Unit

# JOB DESCRIPTION – WILDLIFE MANAGER

- When directed by the Director of Operations, act as media spokesperson for interviews relating to our work with wildlife and where appropriate, in conjunction with the Chief Executive
- 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 Director of Operations
- 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 September 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.

# JOB DESCRIPTION – WILDLIFE MANAGER

## Wildlife Manager PERSON SPECIFICATION

### **Education and Training**

- University degree or relevant animal related qualification
- Knowledge of legislation relating to animal care and wildlife species
- 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 experience of British wildlife within a wildlife rehabilitation centre or in a veterinary setting
- Extensive experience of directly managing British wildlife from admission to rehabilitation including protocol evaluation, release organisation, faecal sampling, crop feeding and administering medications
- Excellent wild animal handling skills including initial assessment and first aid
- At least three years experience of 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

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