

ROLE DESCRIPTION

ANIMAL WELFARE ASSISTANT



JOB TITLE: Animal Welfare Assistant

CONTRACT: Permanent

REPORTS TO: Animal Welfare Manager

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 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

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

- 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 an agreed standard.
- Undertake initial assessment and daily health checks of all animals and report any concerns to your manager.
- Carry out care and rehabilitation (or adoption) procedures, as defined in Wadars procedures. This involves hands-on treatment, care and monitoring of multiple species (requiring different approaches).
- 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.
- Contribute to the efficiency of the animal welfare team by helping the Manager to review and improve processes.
- Be prepared to work flexibly across all animal units.
- Liaise with the general public including potential adopters, fosterers, those wishing to relinquish companion animals and those with wildlife enquiries and/or casualties.
- Accurately record information and assist in the collation of statistics.
- To participate in, and contribute to, discussion in the formulation and continued improvement of all procedures.
- Assist 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.
- Assist the Manager by carrying out risk assessments and safety audits and other health and safety duties as directed. Point out safety issues identified.
- Be prepared to transport animals to vets and other centres using a Wadars animal ambulance.
- Contribute towards centre fundraising activities and delivery of educational talks.
- Any other duties as directed by the Manager.
- Liaise with other members of Wadars staff and volunteers as appropriate

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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 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 March 2022. 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 Assistant PERSON SPECIFICATION

Education and Training

- Good standard of general secondary education
- An animal welfare qualification 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

- Good animal handling skills across a range of animals including wildlife
- Previous experience gained in an animal welfare or animal charity-based establishment would be an advantage
- Administration of medications and tube/crop feeding would be an advantage although training will be given
- Excellent communication (written and verbal) and customer care skills
- Ability to assess and respond to challenging situations
- 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 including at other locations
- Prepared to work flexibly including evenings and weekends
- Car driver with full clean driving licence is essential

March 2022