

# Animal Welfare Team

Information for Candidates  
March 2022



Animal Welfare Supervisor  
Animal Welfare Assistants (up to 3 posts)



**Wadars**  
Animal Rescue & Rehoming

Hangleton Lane  
Ferring  
Worthing  
West Sussex BN12 6PP

Telephone 01903 247111  
[www.wadars.co.uk](http://www.wadars.co.uk)  
[enquiries@wadars.co.uk](mailto:enquiries@wadars.co.uk)

# INFORMATION TO CANDIDATES

## ANIMAL WELFARE TEAM VACANCIES

### 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 Team – up to 4 posts available

In support of our work across all animal welfare teams, we are offering up to three posts of animal welfare assistants and one supervisor 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.

#### **Animal Welfare Supervisor – part-time - 4 days per week**

You will form part of a team of three supervisors, working flexibly across all animal welfare units. You will be responsible for leading and managing staff and volunteers either in the wildlife unit or the cattery and small animals unit on a daily basis, including providing cover to the community based animal rescue officers during times of holidays and other absences.

Within the wildlife unit, your responsibilities will include intake, initial assessment, medication, daily health checks, rehabilitation and release of casualties. With companion animals, responsibilities will include liaising with the members of the public wishing to give up their pets and potential adopters, plus the care, daily assessment and medication of all companion animals.

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 supervisor role is offered at 4 days a week (32 hours). Each 8 hour shift will generally be between 8am and 8pm and will need to be flexible to ensure each unit is managed throughout each day.

The salary offered for a supervisor role is based upon £21,840 per annum for a full time role.

### **Animal Welfare Assistants – up to 3 posts (part-time)**

You will receive hands on training in the various animal units. This would include the care of hedgehogs, garden and seabirds, care and behaviour of dogs and cats, administering medications plus training on the administrative side of animal welfare work including tracking intake and release and arranging adoption procedures.

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

The assistant posts are offered on a part-time basis of 4 hours each day and can potentially be offered for between 2 and 5 days a week. Each four hour shift will generally be between 8am and 8pm and will need to be flexible to ensure individual species feeding and cleaning patterns are met.

The salary offered for an assistant role is based upon £19,760 per annum for a full time role.

### **General – all roles**

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.



The centre is operational 365 days a year and therefore, the roles offered will include weekends and Public Holidays. You must also be available to work on a flexible rota. Where possible, we may arrange a visit to other similar animal welfare units for training and familiarisation.

Working within in the animal units 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.

## Terms and Conditions

These roles are offered on a part-time permanent basis.

Role descriptions and person specifications for each role can be downloaded from our website.

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. 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. Referees are people who can comment on your suitability for this position, other than a relative. Ideally this should be work (or volunteer) related to the post you are applying for. This must include your current or most recent employer or volunteer placement.

We are an equal opportunities employer and welcome applications from all backgrounds.

## How to Apply

Applications must be made on our application form returned by email to [enquiries@wadars.co.uk](mailto:enquiries@wadars.co.uk). We do not accept CVs.

Closing date for applications is 12 noon on Friday 22<sup>nd</sup> April 2022. However, the Charity reserves the right to appoint before the closing date so early application is strongly encouraged.



Thank you for your interest in  
working at Wadars