



## **Job Description: Animal Welfare Worker**

**Site:** Wingletang, Devon

**Responsible to:** Centre Manager

### **Main Purpose of the role**

To admit, care for and rehome dogs and cats on site. To ensure all animals receive high standards of welfare at all times in accordance with MGAR policies.

### **Essential Qualifications**

- Full driving licence

### **Desirable Qualifications**

- NVQ2 or equivalent in animal care

### **Essential Experience**

- Experience of caring for animals in an employment environment

### **Desirable Experience**

- Paid or voluntary employment working in an animal welfare environment
- Working with members of the public providing high standards of customer care
- Administrative skills including computer use

### **The person**

The successful candidate will be friendly and approachable with the ability to work on their own or as part of a team. You will have strong communication skills and demonstrate a professional and courteous approach to members of the public and your colleagues. You will be committed to the aims of Margaret Green Animal Rescue and show a clear empathy and understanding of animal welfare.

This job is physically demanding and all employees are required to maintain a suitable level of fitness to enable them to perform their job effectively.

### **Key accountabilities**

- Work as directed by the centre manager/person in charge.
- Matching potential adopters to suitable animals.
- Day to day care of cats and dogs, including cleaning, feeding, exercise and administration of medication as required.

- Support other team members and volunteers as directed by the manager/person in charge.
- Maintain high levels of hygiene and cleanliness within your section and across the site.
- Adhere to and enforce Health and Safety policies.
- Presenting a professional and friendly approach to customers and visitors both face to face and over the phone.
- Maintain accurate paper and electronic records to include admission, adoption and veterinary information.
- Assist with the promotion of the charity including fundraising, publicity and education events.

**Salary**

£9.50 - £10 per hour, dependent on experience

**Job Details**

This position is for a full-time, live in Animal Welfare Worker. You will be required to work 37.5 hours per week, 5 days out of 7, on a locally determined rota to include weekends and bank holidays. Due to the nature of the work it may at times be necessary to exceed these hours when work load demands.

Our normal working hours are 08.00 – 17.00.

The Wingletang Centre is located near Tavistock and rescues, cares for and rehomes cats and dogs.

This job description is not exhaustive.