

Job Description Animal Welfare Worker part time

Site: Church Knowle

Responsible to: Centre Manager

Main Purpose of the role

To admit, rehabilitate and re home a variety of animals including cats, goats, sheep, horses, ducks, chickens, rabbits and guinea pigs. 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 a domestic or 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 computerised systems

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.

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

Day to day care of a variety of species including cats, goats, sheep, horses, ducks, chickens, rabbits and guinea pigs, including cleaning, feeding, exercise and administration of medication as required.

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.

Job Details

You will be required to work 15 hours on alternate weekends (Saturdays and Sundays) Due to the nature of the work it may at times be necessary to exceed these hours when work load demands.

The Church Knowle site is located in the village cares for and rehomes a variety of large and small animals. The site welcomes visitors and has a small shop and tea room, it also houses Margaret Green office teams including fundraising and marketing.

This job description is not exhaustive