



Department: **Lincoln Farm**
Based: **Lincoln Farm Rescue & Rehoming Centre, Dorset**
Job title: **Animal Welfare Worker**
Responsible to: **Centre Manager**

Main purpose of the role

To admit, rehabilitate and rehome dogs. To ensure all animals receive high standards of welfare at all times in accordance with MGAR policies.

Desirable qualifications

- NVQ2 or equivalent in animal care
- Full driving licence

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 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.

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 dogs, including cleaning, feeding, exercise and administration of medication as required.
- Support other team members and volunteers as directed by the 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 (hourly rate)

£10.50 per hour.

Job details

The role will involve working 15 hours per week across every Saturday and Sunday. 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 – 16.30.

The Lincoln Farm site is located near the village of Winterborne Kingston and cares for and rehomes dogs.

This job description is not exhaustive.