



Job Description: Senior Animal Welfare Worker

Site: Wingletang, near Tavistock, Devon

Responsible to: Centre Manager

Main Purpose of the role

To admit, rehabilitate and re home dogs and cats. To ensure all animals receive high standards of welfare at all times in accordance with MGAR policies. To manage the centre in the absence of the manager or deputy.

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

Management of staff or volunteers

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 or deputy.
- To manage the centre in the absence of the manager or deputy.
- Matching potential adopters to suitable animals.

- Day to day care of dogs and cats, including cleaning, feeding, exercise and administration of medication as required.
- Support other team members and volunteers as directed by the manager/deputy.
- 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

£17,172

Job Details

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 08.30 – 17.00.

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

This job description is not exhaustive