

## Animal Rescue Carer Job Description

**Job Title:** Animal Rescue Carer

**Department:** Wingletang

**Responsible to:** Centre Manager

**Location:** Wingletang Rescue & Rehoming Centre, Tavistock, Devon

### Main Purpose of the Role

To undertake all routine animal checks and tasks relevant to the animals in your care, ensuring exemplary standards of animal welfare. To maintain associated records in accordance with Margaret Green Animal Rescue (MGAR) policies.

- To support animal rehoming processes and administration.
- To deliver high standards of customer service across all stakeholders.
- To support and promote the work of the charity.
- To represent the charity in a professional and caring manner.



### Essential Qualifications

- Minimum of NVQ Level 2 qualification in Animal Management or equivalent experience.
- Full manual driving licence.

### Essential Experience

- Experience of caring for animals in an employed capacity.

### Desirable Experience

- Worked or volunteered within the charity sector.
- Familiar with Microsoft Office programmes.

### About You

The successful candidate will be a team player, friendly and approachable but with the ability to work on their own, as part of a wider team. They will have excellent communication skills and demonstrate a professional & courteous approach to colleagues and members of the public.



With a resilient and positive outlook, they will be committed to the aims of Margaret Green Animal Rescue and demonstrate an empathy towards animals, with a clear understanding of the standards required to ensure animal welfare needs are fully met.

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.



## Responsibilities



- Work as directed by the Centre Manager or Deputy Centre Manager.
- Day-to-day care of animals, including feeding, exercise, enrichment, training & administration of medication, as required.
- Support animal rehoming processes.
- Support other team members & volunteers as directed by the Manager/Deputy.
- Maintain high levels of hygiene & cleanliness within your section and communal resources, as allocated.
- Work in accordance with Health & Safety and MGAR policies.
- Present a professional & friendly approach to customers both face-to-face & over the phone.
- Maintain accurate paper & electronic records to include admission, rehoming & veterinary information.
- Assist with the promotion of the charity including fundraising events, publicity & educational activities.

## Salary

£22,308.00 per annum.



## Job Details

You will be required to work a 37.5 hour week over five days, to include some weekend days and bank holidays on a rotational basis.

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.

Our Wingletang centre is located near Tavistock in Devon and rescues, cares for and rehomes cats & dogs.

This job description is not exhaustive.

