

Job Description

Role: Animal Care Officer

Reports to: Section Team Leader in the first instance

Place of work: Ard Jerkyl, East Foxdale, Isle of Man

Hours of work: 40 per week, worked on a five day per week rota basis (seven days per week - 8.00am to 7.30pm)

General overview

The ManxSPCA operates the Island's only rescue centre that cares for all domestic and wild animals, aiming either to re-home or release them. It does not receive funding from Government and relies on donations, legacies and subscriptions to continue its work.

The Society is committed to being recognised as a centre of excellence, to being a great place to work, and to ensuring its employees receive appropriate training and development.

General Duties

- Cleaning pens/cabins/equipment/feeding bowls
- Carrying out routine health checks on animals, and administering basic health care and medication (eg. flea and worming treatments)
- Preparing food in relation to animals' dietary needs, and giving food and water at mealtimes
- Grooming and socialising the animals, and undertaking enrichment activities with them
- Observing the animals – eg. behaviours and eating habits – and recording information in specific diaries
- Helping with Vet's visits by preparing the animals and their records for inspection; and making appointments as directed by the Vet for medical treatments; and helping to transport them
- Maintaining all appropriate records as required, including electronic ones
- Assisting with animal rescues
- Providing a friendly, welcoming and professional service to visitors during public viewing times (1pm to 4pm), and when owners drop off/pick up their animals for boarding
- Answering the telephone efficiently, making sure accurate information is noted or passed on to the relevant person or section
- Promoting the work of the Society, and the animals that need to be adopted – either in face-to-face contact with the public or through appropriate use of social media
- Assisting with the commercial aspects of the Society's work, in particular the boarding of animals, ensuring that the needs of the animals are met at all times
- Taking part in the adoption process for animals
- Ensuring the environment within Ard Jerkyl is kept clean and tidy
- Ensuring that Health and Safety procedures are observed at all times, and appropriate personal protective equipment is worn when necessary.

(cont.)

Skills and experience

- A demonstrable interest in animals, and their welfare
- A professional qualification in a related subject (eg. animal behaviour/husbandry)
- A track record of working in a busy and dynamic environment, ideally with animals
- Good communication skills (verbal and written)
- A full driving licence and means of transport
- Computer literacy.