

The
Donkey
Sanctuary



Education & Activities Assistant/Driver

The Donkey Sanctuary

Sidmouth

Devon

EX10 0NU

(01395) 578222

Application Information

The Donkey Sanctuary is a UK based charity working worldwide to improve conditions for donkeys and mules.

Mission Statement

Protecting donkeys and mules and promoting their welfare worldwide.

Strategic Objectives

- To provide best care to donkeys and mules according to need;
- To provide sanctuary from suffering;
- To advance knowledge, raise awareness, increase respect and promote human behaviour toward the donkey and its needs;
- To be a centre of excellence for donkey health and welfare;
- To promote the practical, educational and emotional benefits of the donkey society;
- To be a responsible and caring organisation.

Guidance for Applicants

Applications

All applications will be kept on file, confidentially within the Human Resources Department for a period of 12 months. Should you therefore be unsuccessful with this vacancy and wish to be considered for other roles that are advertised in the future there is no need to complete another form, simply contact the Human Resources Department who will put your application forward.

Medical Assessment

All successful applicants invited to interview will be asked to complete a pre Employment Health Questionnaire. This will remain confidential and only the Human Resources Department and the Health and Safety Department receive a copy of the form. Should there be any concerns that may relate to employment in this post, we will follow this up with you.

Employment of Ex-Offenders

Appointment to this post is subject to an enhanced CRB Disclosure. However all unspent convictions are requested to be listed on the application form. Please note that unspent convictions apply to any conviction within the last 5 years.

Qualifications/Examination Certificates

Candidates called for interview should bring originals of all certificates to interview.

Right to Work Documentation

Candidates called for interview should bring with them evidence of their right to work within the UK. Documentation that will need to be seen is either:

- a valid UK passport; or
- a P60 and a full birth certificate; or
- If your passport is not from the United Kingdom, but from within the EEA there should be a Residence Permit/Certificate of Entitlement/Registration Card or a stamp;
- If your passport comes from outside the EEA you will have to gain possession of a Visa and a Certificate of Sponsorship, the latter having been issued by the HR Dept.

Please note that we will need to see original documents at interview. The successful applicant will then be asked to bring the original documents with them on their first day of work in order for a copy to be taken and kept confidentially within Human Resources Department. Please note that we are unable to offer make an offer of employment unless proof of right to work has been seen.

General Advice to all Applicants

If you are appointed to the post and you are in receipt of benefit such as Housing and/or Council Tax benefit, Tax Credits or any benefit from the Department of Work and Pensions, it is your responsibility to inform all of the organisations involved that your circumstances have changed.

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Kirsty Wackley, Human Resources Officer on 01395 573089 or email kirsty.wackley@thedonkeysanctuary.com

Employment Package

Holiday

28 days holiday per year, inclusive of the 8 statutory public holidays. This increases by one day each year until a maximum of 33 days (pro rata) is reached.

Sick Pay

No sick pay is paid during the first 12 months of employment. If an employee is sick during this period they will be asked to take time off as either holiday or unpaid leave.

Pension Scheme

After 3 months probationary period, an employee has the opportunity discuss their pension requirements with the company advisor if they wish. Determined by the salary grade of this role there will be an employer's contribution of 3% with a minimum employee contribution of 1%.

Death Benefit

After the successful completion of an employee's probationary period, they are covered under The Donkey Sanctuary Death Benefit Scheme.

Performance Reviews

An employee will receive a probationary review after 3 months of employment. Performance reviews held twice a year with your manager and this is an opportunity to discuss performance, development and training needs with the Line Manager.

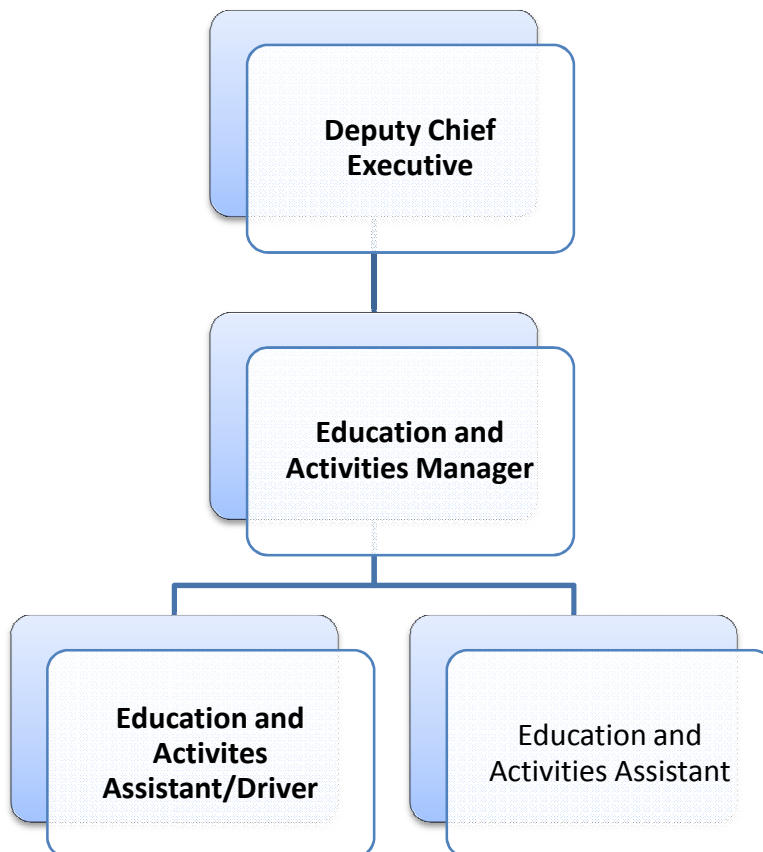
Uniform

You will be provided with a uniform as appropriate to the role.

Probationary Period

Your probationary period will be 3 months. During this period, should either you or the Charity wish to terminate your employment, your notice period shall be 1 week. After 3 months of employment the notice period is 1 month.

Departmental Structure



Job Description

Post Title: Education and Activities Assistant/Driver

Department: Education and Activities

Grade: B1

Overall Purpose

To assist the manager in looking after a group of donkeys, drive agricultural vehicles/non HGV lorry; assist with the delivery of donkey education and activities to people of all ages and abilities, primarily children. Promote all aspects of The Donkey Sanctuary's work.

Main Duties and Responsibilities

- To assist in providing a timetabled schedule of mobile and on-site visits, with donkeys, to schools, groups, shows, events to promote work of The Donkey Sanctuary, specifically animal welfare;
- Provide daily stable/field management for the E&A donkeys, i.e. sweeping yard, mucking out and feeding. To include driving agricultural vehicles;
- Assist training and provide care to a team of donkeys;
- Drive/clean department vehicles including a 3.9 tonne lorry, maintain daily safety checks, in keeping with DS policy;
- Maintain (as required) nature centre, including environmental related activities;
- Produce and carry out various donkey related art, craft, educational and environmental activities for all ages and abilities;
- Assist with promotional events, when required;
- To work within the Charity's guidelines with regard to conduct, recognising its policies with regard to equality, and showing respect and co-operation towards fellow colleagues;
- Under Health & Safety legislation, all staff must work in the safest possible way in order to ensure their Health & Safety and that of all others who may be affected by their actions;
- Demonstrate a commitment to continuing personal development;
- To co-operate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships.

Additional Duties

- Significant interaction with the public at all times on and off site.
- Provide factual Donkey Sanctuary information in a professional way.

Responsible to: Education and Activities Manager

Communication Links

Internal: Other grooms and sanctuary teams

Vet nurses

External: Schools

Youth groups

Children

Teachers

Public



to carry out education/activity sessions

Hours

40 hours per week, allowing for flexibility in working hours, including rostered duties at weekends. This is a multi-site, 7-day operation and therefore there may be some requirement to work flexibly to meet the needs of the Charity.

Location

There may be occasions when the post holder may be requested to work at another location considered reasonable by the Charity.

Note:

To reflect any changes within the Charity during the next few years, the scope of this role will be regularly reviewed and may evolve to meet those needs. Any changes will be agreed in advance with the post holder and confirmed in writing.

Knowledge and Skills

Essential:

- *Valid relevant driving licence*
- *Good communication/interpersonal skills*
- *Competent to transport animals*
- *Willingness to work with people of all ages/abilities*

Desirable:

- *Equine or agricultural experience*
- *Good communication skills*
- *Ability to work as part of a team*
- *Able to cope with a flexible routine*