

The
Donkey
Sanctuary



Education and Activities Assistant

(Part Time)

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 humane behaviour towards 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 to society;
- To raise funds and use them, effectively and responsibly, to fulfil our mission;
- To be a responsible and caring organisation.

Guidance for Applicants

Applications

We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. An application form helps us to compare individuals on a like for like basis and for that reason we do not accept a CV and will not be able to process applications that are not completed fully.

The Donkey Sanctuary is an equal opportunities employer and all appointments are made on merit. Short listing is carried out by assessing the information you provide against the requirements of the role as detailed in the Job Description.

All applications will be kept on file, confidentially within the Human Resources Department for a period of 12 months.

If you are not successful in your application, please do not be discouraged from re-applying; your skills and experiences may be what we need for our next vacancy. In addition we have a wide range of volunteering opportunities across England and the Republic of Ireland.

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. 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

Closing Date: All applications need to be received by 12.30pm on Monday 28th June 2010.

Please note that we are unable to accept late applications.

Employment Package

Annualised Hours Contract

The successful applicant will be issued with an Annualised Hours contract. The annual hours total for this role is 1,040 hours. Due to the nature and demands of the Charity the successful applicant may work more hours per week in the summer, than in the winter. Over the year, this role therefore averages 20 hours per week and these will possibly also include weekend work.

Holiday

28 days holiday per year, inclusive of the 8 statutory public holidays. This increases after 12 months of employment by one day each holiday year, until a maximum of 33 days (pro rata for part time employees) 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.

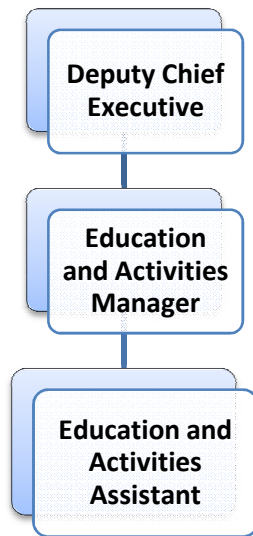
Uniform

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
Department: Education and Activities
Grade: B1

Overall Purpose

To assist the manager in looking after and training a group of donkeys, drive agricultural vehicles/non HGV lorry; provide donkey education and activities to people of all ages and abilities, primarily children. Promote all aspects of The Donkey Sanctuary's work during mobile and on site visits. Supporting fundraising and PR events as required

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, to all ages;
- Drive/clean department vehicles including non-HGV lorry, maintain safety checks on same, in keeping with DS policy;
- Assist training and provide care of a team of donkeys;
- Produce and carry out various donkey related art, craft, educational and environmental activities for all ages and abilities;
- Research, design and maintain (as necessary) Nature Centre, including environmental related activities;
- Assist with promotional events, including handling money, donations, fundraising, etc.;
- To carry out any other reasonable duty as may be required.

Additional Duties

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

Responsibilities of all Donkey Sanctuary Employees

- To work within the Charities' 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.

Responsible to: Education and Activities Manager

Communication Links

Internal: Other grooms, Vet nurses

External: Schools, Youth groups, Children, Teachers, Public

Hours: Annualised hours contract averaging 20 hours per week throughout the year, 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:

- Equine or agricultural experience;
- Valid relevant driving licence;
- Good communication/interpersonal skills
- Competent to drive animals
- Willingness to work with people of all ages/abilities

Desirable:

- Good communication skills
- Ability to work as part of a team