

*The*  
**Donkey**  
*Sanctuary*



**Farm Worker/Groom**

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 not subject to a 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](mailto:kirsty.wackley@thedonkeysanctuary.com)

**Closing Date:** All applications need to be received by 12.30pm on Tuesday 6<sup>th</sup> July 2010.

Please note that we are unable to accept late applications.

## **Employment Package**

### **Contracts Available**

The Donkey Sanctuary has a variety of vacancies that arise within the Farms Department. Full time vacancies will be 40 hours per week, whilst part time vacancy hours vary from farm to farm. Hours of work vary between 7.00am – 7.00pm, 7 days a week. We are looking for all applicants who are interested in working as a Farm Worker/Groom to submit applications so that they can be held on our database for 12 months for when a vacancy arises. Please state clearly if you are looking for the following:

- **Full Time**
- **Part Time (please state the average number of hours you are looking for)**

We also have fixed term contracts, as well as, permanent contracts. If you are also interested in being considered for any fixed term vacancy please do let us know.

### **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) 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.

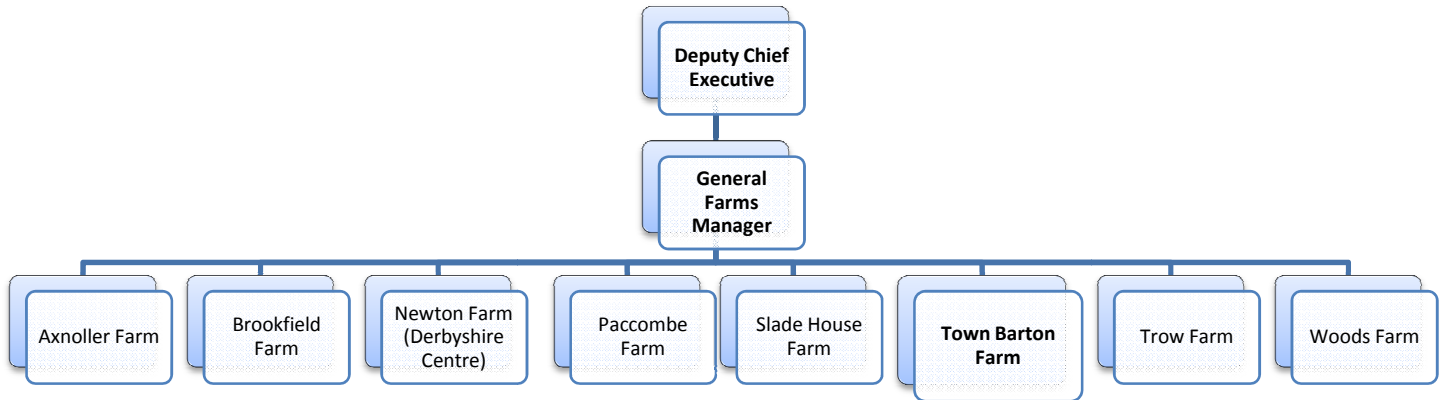
### **Uniform**

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



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## Job Description

**Post Title:** Farm Worker/Groom (Entry Level)

**Department:** Farms

**Grade:** B1

### **Overall Purpose**

To provide care and rehabilitation for donkeys, mules, ponies and hinnies; maintain the buildings and areas, and to farm the land, all in accordance with the Farms Code of Practice.

### **Main Duties and Responsibilities**

- To provide care by routine checking, feeding, medicating, grooming, weighing, worming and training the resident donkeys, mules, ponies and hinnies and assisting the vet, farrier and dentist;
- To provide care by operating machinery, and/or manually, mucking out, feeding and bedding up of barns and stables and distributing hay, haylage and bagged feedstuffs;
- To maintain the farm by sweeping, pressure washing, cleaning, field sweeping, haymaking, strimming, compost management, willow management and dirty water control;
- By supporting the Farm Manager in maintaining a safe working environment by risk assessment and following Health and Safety regulations and by maintaining farm security;
- By maintaining up to date manual records for the donkeys, farming practices, holidays and overtime including the Self Serve system;

- By supporting work experience students and interacting with visitors and Quality Time Volunteers in a friendly manner. Interacting with other Donkey Sanctuary departments;
- By providing feedback on a daily basis to the Farm Manager on matters such as donkey health, feeding regimes and land management and liaising with other staff to facilitate smooth running of the farms;
- To carry out any other reasonable duty as may be required.

### **Responsibilities of all Donkey Sanctuary Employees**

- 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**

- Working extra hours as part of a regular rota to provide cover for the donkeys, mules, ponies and hinnies (all farms);
- Willingness to travel to other UK farms (Relief Farm Worker Grooms);
- Mule behaviour training and handling (Town Barton Farm);
- Speaking to the public, giving advice and attending promotional shows (Slade House Farm);
- Preparing donkeys for the foster scheme (Trow, Brookfield, Woods and Slade House Farm).

### **Responsible to:**

Farm Manager or Relief Farm Manager

### **Communication Links**

Internal: Farm Manager – daily exchange of information;

Other employees – daily exchange of information;

Other departments – Vets, Welfare, Isolation, Stores, Maintenance, Engineers, HR and Health and Safety – sick donkeys, foster, new arrivals, supplies, repairs, breakdowns and staff welfare.

External: Visitors – making them welcome and ensuring their safety while on the farm;

Quality Time Volunteers and work experience students – supporting them while on the farm;

**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:

- Experience of animal husbandry
- Experience of working with equines
- Full current valid driving licence
- Physical fitness and the ability to lift, for example, a bag of feed (approx. 20 kg);

#### Desirable:

- Ability to work as a team
- People skills.
- Willing to work outside in adverse weather conditions;
- Willing to undertake work related training include the Bronze Diploma.