

The Donkey Sanctuary



Relief Farm Worker/Groom

Roles Available: x1 Permanent Contract and x1 Fixed Term Contract

The Donkey Sanctuary

Sidmouth

Devon

EX10 0NU

(01395) 578222



National Training Awards
South West Winner 2010

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.

Employment of Ex-Offenders

Appointment to this post is not 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.

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting the Human Resources Department on 01395 573089 or email applications@thedonkeysanctuary.org.uk

Returning Your Application

You can return your application by post, however if time does not permit, please do fax your application to 01395 573062 or alternatively email your application to applications@thedonkeysanctuary.org.uk

Contacting Applicants

The Donkey Sanctuary will be using email correspondence wherever possible to contact applicants. Where provided, we will always use email as our first choice of communication. Please remember, if you have placed an email on your application form, all correspondence will be sent by email. Please do check your emails regularly, including your junk inbox.

Closing Date

All applications need to be received by 12:30pm on Thursday 19th January 2012

Interviews

We anticipate that interviews will be held on 25th/26th January 2012.

Employment Package

- The Relief Grooms are responsible for providing cover on our farms when staff are absent on holiday or are sick.
- Relief Grooms, when recruited, are allocated a 'home' farm and when they are not required at other farms will carry out work at their 'home' farm.
- When travelling to other farms, mileage expenses are paid from the 'home' farm to the farm requiring assistance.

Contracts Available

1. Full time, permanent contract. Working 40 hours per week.
2. Full time, fixed term contract until Sunday 2nd December 2012.

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.

Salary

Should you wish to discuss this further please do contact the Human Resources Department, using the details provided within the pack to obtain further information.

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 for part time employees) is reached.

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.

Performance Reviews

An employee will receive a probationary review after 3 months of employment.

Pension Scheme

After the successful completion of the 3 month 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%.

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.

Mileage

Travel expenses are paid at 45p per mile.

Job Description

Post Title: Relief Farm Worker/Groom

Department: Farms Administration

Grade: B1

Responsible to: General Farms Manager, Farm Manager/Relief Farm Manager

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).

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;

Hours

40 hours per week basic plus extra hours as required when donkeys are sick, for haymaking and for open days and fundraising. Farm worker grooms are expected to work extra hours to cover the care of the donkeys at the weekends – normally, one weekend in three.

Location

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

Person Specification

Knowledge and Skills

Essential:

- Experience of animal husbandry;
- Physical fitness and the ability to lift, for example, a bag of feed (approx. 20 kg);
- Willing to work outside in adverse weather conditions;
- Willing to undertake work related training include the Bronze Diploma.
- Full current valid driving licence;

Desirable:

- Ability to work as a team;
- People skills.

Personal Attributes:

- Ability to present a positive professional image of The Donkey Sanctuary at all times.

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.