

*The*  
***Donkey***  
*Sanctuary*



**Area Welfare Officer – Derbyshire/Cheshire**

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.

### **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 the Human Resources Department on 01395 573089 or email [applications@thedonkeysanctuary.com](mailto:applications@thedonkeysanctuary.com)

## **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.com](mailto:applications@thedonkeysanctuary.com) Please note that we do not accept any late applications.

**Closing Date:** All applications need to be received by 12.30pm on Friday 17<sup>th</sup> September 2010

## **Employment Package**

### **Variable Hours Contract**

The successful applicant will be issued with a Variable Hours contract. Due to the nature and demands of the business we cannot guarantee set hours of work every week. You will therefore be paid on an hourly basis. You will be paid for travel time whilst undertaking this role.

### **Holiday**

Holiday hours will be calculated based on the number of hours that you work. Every three months calculations will be made and you will be made aware of your entitlement. Calculations are made on the basis of 28 days holiday per year, inclusive of the 8 statutory public holidays. After 12 months employment, this increases 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 5% 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 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.

## **Job Description**

<b>Post Title:</b>	Area Welfare Officer – Derbyshire/Cheshire
<b>Department:</b>	Welfare
<b>Grade:</b>	C1
<b>Responsible to:</b>	Regional Welfare Officer

### **Overall Purpose**

Working as part of a regional team to provide specialist support, care and advice to any donkey or mule owners in an appointed area(s). To carry out routine visits to foster homes and to inspect potential new carers and establishments. To promote and publicise the work of The Donkey Sanctuary.

### **Main Duties and Responsibilities**

- To act quickly on any welfare issues including complaints;
- Liaising with the Regional Welfare Officer over any issues which may arise;
- To monitor foster homes and inspect potential new homes and carers;
- Accuracy in report writing and submitting reports promptly to the Regional Welfare Officer;
- Fundraising and attending County Shows;
- Providing back-up and support to private donkey owners in the appointed area;
- Monitoring working donkeys and attending donkey markets, sales etc., as directed;
- To monitor beach donkeys where directed;
- Attending all training days as required;
- To provide and maintain appropriate paperwork to support the above;
- To carry out any other reasonable duty as may be required.

### **Additional Duties**

- Maintain knowledge of current welfare legislation;
- To network and increase contacts in the area.

### **Knowledge and Skills**

#### **Essential:**

- *Sound equine knowledge;*
- *Excellent communication skills, written and verbal, e.g. giving clear instructions to lorry drivers;*
- *The ability to prioritise;*
- *A good sense of humour;*
- *Computer literacy including report writing;*
- *Excellent people skills – the ability to deal with difficult people and stressful situations, capable of handling the unpredictability of the role;*
- *Full valid driving licence.*

**Desirable:**

- *Due to the remoteness of some locations, a reasonable level of fitness is 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.

**Communication Links**

Internal: Regional Welfare Officer – flow of information/direction;

Welfare Department – administration.

External: General public, foster owners – all aspects of the work.

**Hours**

Potential 24-hour availability and occasional nights away from home; due to the nature of this role it may be necessary to be available to foster home owners at any time. 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.

