

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



**Veterinary Surgeon**

**Based at The Donkey Sanctuary, Ireland**

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.

### **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 ROI. Documentation that will need to be seen is either:

- a valid passport; or
- a P60 and a full birth certificate; or

- If your passport is not from the Republic of Ireland or 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 (+44) 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)

**Closing date for applications: 12.30pm, Thursday 16<sup>th</sup> September 2010**

Please note that we do not accept late applications and CVs will be detached and not considered.

## **Employment Package**

### **Contract**

This is a full time, permanent contract.

### **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 month. After 3 months of employment the notice period is 3 months.

### **Holiday**

29 days holiday per year, inclusive of the 9 statutory public holidays. This increases by one day each year until a maximum of 34 days (pro rata) is reached.

### **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 12.5% 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.

### **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.

### **Company Vehicle**

You will be eligible for a Charity vehicle as an essential user.

## **Job Description**

<b>Post Title:</b>	Veterinary Surgeon
<b>Department:</b>	The Donkey Sanctuary Ireland
<b>Grade:</b>	F
<b>Responsible to:</b>	Head of Operations, Ireland
<b>Responsible for:</b>	Senior Veterinary Hospital Nurse; Isolation Unit Co-ordinator; Admin Staff and Laboratory Staff.

### **Overall Purpose**

To provide a high level of veterinary service to meet the needs of The Donkey Sanctuary, Ireland; to manage a team of veterinary nursing and support staff so as to ensure provision of high quality expertise and ensure effective day to day management of the veterinary service.

### **Main Duties and Responsibilities**

- To undertake routine and emergency clinical care of all animals cared for by The Donkey Sanctuary;
- To monitor the health and condition of all animals resident at The Donkey Sanctuary;
- Management and supervision of the veterinary hospital and staff (including Isolation) including maintenance of facilities and ensuring proper use of drugs and all resources.
- To carry out operations and advise on samples sent by other veterinary surgeons;
- To maintain and improve the care of the resident donkey herd by transfer of best practice from The Donkey Sanctuary (UK). This may involve training at The Donkey Sanctuary in the UK;
- To participate in the provision of an emergency on-call service and to perform post mortem examinations where possible;
- To offer a referral service to veterinary surgeons in Ireland on all aspects of donkey veterinary care;
- To undertake second opinion visits to donkeys in Ireland;
- To actively promote health and welfare of donkeys through a programme of lectures, tutorials and demonstrations to veterinary surgeons , paraprofessionals, veterinary students, welfare officers and foster carers.
- To liaise with the Welfare Department on matters relating to foster donkeys in the Donkey Sanctuary.
- To monitor the training and supervision of visiting veterinary surgeons and undergraduates;
- To work within the Guidelines of Professional Conduct as issued by the Veterinary Council of Ireland;
- To take direction on veterinary issues from the UK based Principal Veterinary Surgeon and to work following the standard procedures and guidelines of the Veterinary Department. To maintain effective communications with the Director of Veterinary Services or his appointed deputy.

- To liaise with the Senior Veterinary Nurse on all matters relating to animal health and welfare
- To maintain good communications with all staff associated with the care of the resident animals;
- To supervise the running of the in House Veterinary Laboratory and its staff;
- To visit Livery Bases in Ireland once a year;
- To supervise the operation of the Isolation Unit and its staff ensuring best practice is adhered to;
- To maintain an ongoing understanding of developments in equine and veterinary medicine in general (CPD);
- To control and manage payroll and expenditure budgets in liaison with Head of Operations, in line with all DS policies;
- To supervise the use, upkeep, repair and replacement, of all hospital equipment, as required;
- To be responsible for Health & Safety issues including risk assessment and COSHH at the hospital and Health & Safety implications arising out of veterinary practices, procedures and use of medications. Also, overall responsibility for visitors to the hospital;
- To carry out any other reasonable duty as may be required.
- To report to Head of Operations on a weekly basis regarding resident donkey health issues and maintain good daily communications.

### **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.

### **Knowledge and Skills**

#### *Essential:*

- Veterinary degree with MRCVS;
- Clinical experience in equine/mixed practice;
- Excellent communication and interpersonal skills;
- Full valid driving licence.

### **Hours**

39 hours per week Monday to Friday. Due to the nature of this role 'on call duty' will be required at times outside of these hours. 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.

## **Communication Links**

- **Internal:** Head of Operations; Principal Veterinary Surgeon; Account's Supervisor; Farm Supervisor; Welfare Manager.
- **External:** The Irish Equine Centre, Pathologist Ursula Fogarty; VCI Veterinary Council of Ireland w.r.t. Premises Accreditation scheme and Veterinary nurse registration; Veterinary Ireland (V.I,) Equine interest group Regional Veterinary Clinical Societies; UCD veterinary college and the Department of Agriculture and fisheries, Veterinary supply companies, Veterinary drug manufacturers, Veterinary practices.

## **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.