

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



**Veterinary Surgeon, Ireland**  
**(Fixed Term)**

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.

### **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 ROI passport; or
- a P60 and a full birth certificate; or
- If your passport is not from the ROI or 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 (+44) 01395 573089 or email [kirsty.wackley@thedonkeysanctuary.com](mailto:kirsty.wackley@thedonkeysanctuary.com)

## **Employment Package**

### **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.

### **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 12.5% 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 as appropriate to the role.

**Company Vehicle**

You will be eligible for a Charity vehicle as an essential user for the period of your fixed term 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 week. After 3 months of employment the notice period is 1 month.

## **Job Description**

**Post Title:** Veterinary Surgeon

**Department:** Isolation

**Grade:** F

### **Overall Purpose**

To improve the health and welfare of the donkeys and mules in Ireland.

### **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;
- To oversee the successful running of the hospital services and 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 a variety of interested parties including, but not exclusively, veterinary surgeons in practice, veterinary students, farriers, welfare officers, foster homes and schools;
- To liaise with the Welfare Department on matters relating to foster donkeys and other donkeys in the Donkey Sanctuary foster scheme in Ireland;
- 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 Director of Veterinary Services 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;
- Liaise with the Senior Veterinary Nurse on all matters relating to animal health and welfare
- Maintain good communications with all staff associated with the care of the resident animals;
- Maintain an ongoing understanding of developments in equine and veterinary medicine in general (CPD);
- Control and management of payroll and expenditure budgets in liaison with Head of Operations, in line with all DS policies;
- Management and supervision of all hospital equipment and the upkeep, repair and replacement, as required;
- Responsibility 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.

### **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.

### **Responsible to:**

Head of Operations, Ireland

### **Communication Links**

Internal: Farms – liaison with farm staff over donkey care and treatment;

Welfare – advice on donkey health and welfare.

External: Veterinary practices – advice on treatment of donkeys;

Owners – guidance on donkey health.

### **Hours**

39 hours per week, Monday to Friday. 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.

### **Knowledge and Skills**

#### *Essential:*

- *Veterinary degree with MRCVS;*
- *Experience of equine/mixed practice;*
- *Excellent communication and interpersonal skills;*
- *Good customer care skills;*
- *Full valid driving licence.*